| **First Week** | | |
| --- | --- | --- |
| **Task** | **Done** | **Notes** |
| Discuss DOP policies and ensure the employee signs acknowledgements within **2 working days**. Return to Director’s Office/HR once completed |  |  |
| Explain Agency Culture/Assumptions/Expectations (ethics, schedule, meetings, dress code, reports, personal calls, business cards) |  |  |
| Discuss Agency and Team Purpose, Vision, Values |  |  |
| Discuss where to find: employee handbook, agency org chart, location of policies, etc. |  |  |
| Conduct performance expectation meeting and provide employee a  completed EPA-1 form (via PERFORM) within **30 days** |  |  |
| Verify that the employee has email and all other requested/required computer access |  |  |
| Schedule meetings with ADs of other sections |  |  |
| Ensure employee is scheduled for DOA New Employee Meeting (and that they receive a calendar invite with all details) |  |  |
| Ensure that employee has completed WVOT new employee training modules |  |  |
| Provide Reading List/Training Plan |  |  |
| Review fundamentals of systems and tasks |  |  |
| Follow up with employee to ensure Coursemill modules are completed and certificates of training are printed and in their file (provide to HR) |  |  |
| **2nd Week and Beyond (Ongoing)** | | |
| Establish Project Priorities and Other Details as Required |  |  |
| Establish Individual Development Plan |  |  |
| Evaluate Status of Client/Team Relationships – Strengths and Areas of Improvement |  |  |