

Maplewood Parks & Recreation Department

New Employee Onboarding Checklist

To be completed jointly by HR, the supervisor, and the new employee during the first 30 days.

Employee Name: _____ Start Date: _____
Position: _____ Department: _____
Supervisor: _____ HR Contact: _____

Before First Day (HR)

Done	Item	Completed By	Date
☐	Prepare workstation, access credentials, and parking permit		
☐	Send welcome email with first-day instructions		
☐	Set up payroll and benefits enrollment in the HR system		
☐	Prepare employee ID badge		
☐	Add employee to department distribution lists and org chart		

Day 1 — HR Orientation

Done	Item	Completed By	Date
☐	Review and sign offer letter and employment paperwork		
☐	Complete Form I-9 (employment eligibility verification)		
☐	Complete W-4 and state tax withholding forms		
☐	Set up direct deposit (see Direct Deposit Authorization Form)		
☐	Receive and sign Employee Handbook acknowledgment		
☐	Enroll in benefits (or waive) within 30-day window		
☐	Complete mandatory HR training modules (online, ~2 hrs)		
☐	Tour of main facilities and introduction to team		

Day 1 — Supervisor Orientation

Done	Item	Completed By	Date
☐	Introduce to team and key contacts		
☐	Review job description and performance expectations		
☐	Explain daily schedule, timekeeping procedures		
☐	Walk through facility-specific safety procedures		
☐	Assign mentor / buddy for first 30 days		

☐	Schedule 30-, 60-, and 90-day check-in meetings		
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Week 1

Done	Item	Completed By	Date
☐	Complete department-specific safety training		
☐	Set up email signature and voicemail		
☐	Review current projects and priorities		
☐	Meet with direct reports (if supervisory role)		
☐	Access and review employee portal / intranet		
☐	Complete required City IT security training		

Days 8–30

Done	Item	Completed By	Date
☐	Complete CPR/First Aid certification (if required for role)		
☐	Attend first all-staff or department meeting		
☐	Review and set performance goals with supervisor		
☐	Complete any remaining required training modules		
☐	30-day check-in with supervisor: address questions and adjust priorities		
☐	Confirm permanent schedule and any shift preferences		

Onboarding Complete:

Employee: _____ Supervisor: _____ HR: _____