**King County  
Onboarding Plan**

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Onboarding is a process in which new employees are integrated into the work place and given the tools and knowledge they need to become successful and productive at their new job. For this purpose, we consider onboarding to be from the time of hire to 90 days on the job, though you may include additional milestones such as probation end time, 6 month evaluation or annual evaluation.

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| **New Employee Information** | **Date Completed** |
| Name: |  |
| Position: |  |
| Start Date: |  |
| Manager: |  |

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| **Week One** | |
| Goal | Actions |
| Complete required paperwork by end of Day 1 | * Meet with HR rep * Receive ID badge |
| Learn about the county | * Attend New Employee Orientation * Visit suggested websites to learn about county structure, departments and programs |
| Learn about the team | * Tour worksite and meet coworkers * Coffee with section manager |
| Access tools | * Receive and access software or systems needed to complete job functions * Schedule any training required to complete job functions |

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| **First 30 Days** | |
| Goal | Actions |
| Submit required paperwork | * Submit benefits, retirement, policy and other paperwork by required date |
| Learn about the county | * Visit suggested websites/resources   + [Executive’s Top Priorities](http://kingcounty.gov/elected/executive/constantine.aspx)   + King County’s [strategic plan](http://kingcounty.gov/about/vision-strategic.aspx)   + [Lean](http://www.kingcounty.gov/depts/executive/psb/lean.aspx) in King County   + Ongoing [training opportunities](http://www.kingcounty.gov/audience/employees/learning-development.aspx)   + King County [employee resources](http://www.kingcounty.gov/audience/employees/employees2.aspx?utm_expid=94415941-6.zX0Z7TVuTkaH4olzd5NbuA.1&utm_referrer=http%3A%2F%2Fkingcounty.gov%2Fabout%2Fvision-strategic.aspx) |
| Learn about the Department/Agency | * Complete required or suggested training |
| Learn about the team | * Tour worksite and meet coworkers * Coffee with section manager * Required or suggested training * Attend staff meetings and other relevant meetings * Complete suggested readings   + Web pages   + Reports   + Project documents |
| Meet key coworkers, staff, process partners, stakeholders | * (List people to meet and why here) |
| Performance outcomes/deliverables | * Complete xyz project (or portion of xyz project)   + List specific tasks and goals |
| Feedback and questions | * One-on-one with supervisor weekly * Monthly check in * Any additional resources needed? |

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| **First 90 days** | |
| Goal | Actions |
| Performance outcomes/deliverables | * Project/job duty progress   + Review tasks and goals for each month, adding new ones as progress permits |
| Complete training | * Continue to complete required or suggested training |
| Feedback and questions | * One-on-one with supervisor weekly * Monthly check ins * Any additional resources needed? * 90 day review |