

PEER GUIDE ONBOARDING CHECKLIST

The goal of onboarding is to help new employees quickly become successful members of your department, division, and/or unit. As a peer guide, you will serve as a resource for new employees to help them in this process. Use this checklist to ensure that you are completing the necessary activities.

- Take the new employee on a tour of the facilities, including break rooms, restrooms, copy rooms, and emergency exits.
- Share information about how office snacks and beverages are obtained (e.g., if they are purchased by an employee group or if it is a “pay as you go” system).
- Explain how to use office machines such as the copier or scanner.
- Show where supplies are kept and explain procedures for obtaining them.
- Explain the building security procedures.
- Share information about unwritten office rules or departmental traditions such as casual Friday.
- Explain any voluntary office programs that are currently taking place (e.g., wellness programs) and inform the new employee how he/she can take part.
- Share information about formal and informal social activities that take place outside of work, such as recreational sports teams.
- Share information that you found helpful as a new employee.
- Be available for questions from the new employee.
- Give honest answers and maintain confidentiality when appropriate. For example, you do not need to tell your supervisor about a minor embarrassing incident that happens when the new employee is learning or doing something new. However, you should report any major violations that have significant impact on the new employee, other employees, the County, or your department, division, and/or unit.
- Remember that the new employee’s work styles may not be like your own and that he/she does not have to perform a task exactly as you would.
- Use your experiences to inform the new employee of any challenges unique to his/her role.

If you are a Peer Guide for a new supervisor, complete the following additional activities:

- Advise on how to build new relationships with previous peers who are now direct reports.
- Advise on how to manage more ambiguous tasks or assignments.
- Explain how quickly changes can be implemented and accepted within the County and/or the department, division, and/or unit.
- Help establish connections with important personnel central to the new supervisor’s role (e.g., upper management and other supervisors).
- Provide honest feedback about how work styles between the new supervisor and the direct reports are fitting together or conflicting.
- Set-up meetings to introduce the new supervisor to important personnel within and outside of your department.