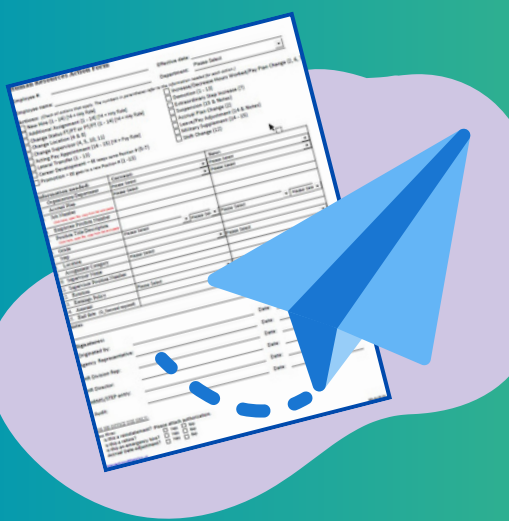


# NEW HIRE ON THE WAY? NOW WHAT?



## HR ACTION FORM

1

The Human Resources Action Form should be completed and emailed to the recruiter as soon as possible following notification of offer acceptance.

2

## IT TICKET FOR COMPUTER & PHONE

Open a ticket in KACE to request a computer and phone for your new employee .



## ONBOARDING PLAN FOR TRAINING

3



Develop a training plan to ensure the employee has a clear understanding of their role and responsibilities as well as the County's policies, and procedures.

4

## SET UP THE NEW HIRE'S WORKSPACE

Prepare a clean, stocked, and organized space for your new employee to work.



## FIRST DAY

5

Ensure your new employee feels welcome by having team members greet them, providing a tour, assigning them less complicated tasks, or checking in on them at the end of the day.

6

## SECURITY BADGE ACCESS FORM

Your new employee will receive an ID badge on their first day. To activate the badge with the required access, email the completed Security Access Request Form to General Services at [cardaccessrequest@henrico.us](mailto:cardaccessrequest@henrico.us).



HENRICO COUNTY

**HUMAN RESOURCES**

Engage • Educate • Empower