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| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME:** |  | **AGENCY#:** | **HOME ORG#:** | | |
| **EMPLOYEE PCN#:** |  | **FIRST DAY:** | | | |
| **CLASS TITLE:** |  | **SUPERVISOR:** | | | |
| **Prior to employee’s first day:** | | | | **Date** | |
| **Requested** | **Completed** |
| Submit EITS New Hire Form for TELEPHONE SETUP, EMAIL, SERVER DRIVER ACCESS SETUP: <http://intranet.nv.gov/Helpdesk/New-Hire-DOA/> Helpdesk Ticket#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |
| BUILDING SECURITY CARD – Notify partition administrator and submit EITS helpdesk ticket to create badge (PIV): <http://intranet.nv.gov/Helpdesk/PIV_Card_and_Access_Request/> Helpdesk Ticket#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Or for staff in the Grant Sawyer Building, submit Access Request Form to Capitol Police. | | | |  |  |
| SAFETY COMMITTEE REPRESENTATIVE – Notify of new employee | | | |  |  |
| Notify Assistant to Division Administrator of employee’s name, title, start date, telephone number, and email address. (The Department Director must approve the selection of a new employee of the Division prior to an offer being made.) | | | |  |  |
| INTRODUCTORY EMAIL TO STAFF – Send language to Division Administrator’s Assistant or according to division procedures | | | |  |  |
| Have employee contact Agency HR Services for background check (where applicable) | | | |  |  |
| **Employee’s First Week:** | | | | **Date Completed** | |
| Provide tour of building including where office supplies are kept, restrooms, break room, and copier are located. | | | |  | |
| Make staff introductions. | | | |  | |
| Review with employee the Division’s mission and vision and section goals. | | | |  | |
| Review with employee Department and Division policies and procedures including safety and evacuation procedures and internal controls. | | | |  | |
| Issue equipment (laptop, headset, etc.), office, desk, and filing cabinet keys, and section specific items | | | |  | |
| Review Work Performance Standards with employee and have signed within the first 30 days. | | | |  | |
| NAME PLATE – Request purchase | | | |  | |
| BUSINESS CARDS – Request purchase when email address has been assigned. | | | |  | |

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| **Employee’s First Week continued:** | **Date** | |
| **Requested** | **Completed** |
| LISTSERV – Have employee sign up for DHRM and Administration communications by subscribing to the appropriate lists: <http://hr.nv.gov/Services/HRM_Email_Subscription_Management/>  Administration memos: [listserv@listserv.state.nv.us](mailto:listserv@listserv.state.nv.us) |  |  |
| **Access to systems and Security Agreements (as needed):** | **Date** | |
| **Requested** | **Completed** |
| Nevada Employee Action and Timekeeping System (NEATS), ADVANTAGE™-HR, HR Data Warehouse (HRDW): <http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-002NEATSADV-HRHRDW%20agreement(1).pdf> |  |  |
| Online Recruitment System: <http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-004RecruitmentandClassificationAgreement(3).pdf> |  |  |
| INCIDENT TRACKING: <http://hr.intra.nv.gov/uploadedFiles/ifsnvgov/Content/Forms/CA-003IncidentTrackingAgreement(1).pdf> |  |  |
| VPN: <http://it.nv.gov/Sections/ClientSvcs/Helpdesk/> Ticket#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Mobile Device Activation form: <http://it.nv.gov/Sections/ClientSvcs/Helpdesk_Support/Forms/Mobile_Device_Activation/> Helpdesk Ticket#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| SWABIZ SIGN-ON: Contact agency travel or fiscal staff |  |  |
| eMarket Center (NASPO Value Point eMarket Center): Contact agency fiscal staff |  |  |
| NEBS security agreement: <http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Documents/NEBS_Security_Access_Form.docx> |  |  |
| ASD Business Site: <http://adminsvs-ads1.admin-ad.state.nv.us/user/register> |  |  |
| **Orientation and Training Classes:** | **Date** | |
| **Requested** | **Completed** |
| Agency HR Services new hire orientation |  |  |
| Orientation to Classified or Unclassified State of Nevada Employment – online class: <https://nvelearn.nv.gov/moodle/course/index.php?categoryid=12> |  |  |
| Mandatory Training Classes: <http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Sections/EmployeeManagement/OED/MandatoryTrainingRequirements.pdf> |  |  |
| DAWN - Request training from the Controller’s Office: <http://intra.ktl.nv.gov/intranet/Training/TI_Dawn_Basic_Navigation_Class.html> |  |  |
| **Orientation and Training Classes:** | **Date** | |
| **Requested** | **Completed** |
| Advantage Financial Training – Request training from the Controller’s Office: <http://intra.ktl.nv.gov/intranet/Training/TI_Advantage_Financial.html> |  |  |
| **Other:** | **Date** | |
| **Requested** | **Completed** |
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Print Supervisor Name Supervisor Signature Date

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Print Manager Name Manager Signature Date