

Done	Date	Task	NSU	HM Feedback	Assigned To	Description, Links, or Instructions
New Employee Orientation			6%			
03/03/2025			Last Progress Made: 03/11/25 9:38 AM			
	Hiring Manager / Supervisor Team Lead: Mentor:	Yvonne V. Naser				
	Getting Started					
	Prior to First Day				Completed: 6 of 7	
TRUE		Review Onboarding Checklist	TRUE		Yvonne V. Naser	Review Onboarding Checklist and Modify based on Employee
		Smartsheet Notification			Hiring Manager	Add new employee into Smartsheet
TRUE		Contact the Employee	TRUE		Hiring Manager	Welcome them onboard, discuss logistics, identify special needs, and discuss what to expect on day one and within the first week.
TRUE		Have New Hire complete a New PARD onboarding form through Smartsheet	TRUE		Hiring Manager	Request Emergency Contact, uniform size, etc before hand.
TRUE		Welcome Lunch - Full Time	TRUE		Hiring Manager	Take new employee to Lunch
TRUE		Key Check-out questions			Hiring Manager	
TRUE		IT Setup	TRUE		Support Team	IT Setup will be submitted based on the Employee Notification
	Department Onboarding				Completed: 0 of 5	
		Department Onboarding at PARD Administration			Support Team	New Hire first day should be Monday. A standing Onboarding Meeting will be setup on Monday, at 1:30 pm at the PARD Administration Office to Onboard all new PARD Employees.
		Complete necessary non HR Paperwork			Support Team	
		Verify Network Login and ensure all IT Process has been submitted based on Position	TRUE		Support Team	
TRUE		P-Card Application	TRUE		Support Team	
		Cell Phone Stipend			Support Team	
TRUE		Employee Key	TRUE		Hiring Manager	
		Access to Other locations - Key Card	TRUE		Support Team	
		Sam's Card	TRUE		Support Team	
TRUE		Cash Handling Form	TRUE		Support Team	
TRUE		Employee Information Sheet	TRUE		Hiring Manager	
		IAAPA Login			Keith Reagan	
		Safety Equipment Issue			Support Team	
		Camera Access	TRUE		Support Team	
		Go over the Mission, Vision and Value Statement			Support Team	
		E-Mail Setup				
		Business Card Form			Support Team	
		TRAPS Membership	TRUE		Support Team	
		NRPA Membership	TRUE		Support Team	
		Emergency Notification Setup	TRUE		Support Team	
		Update Org Chart and PARD Phone List	TRUE		Support Team	
		Teams	TRUE		Support Team	
		Setup Okta	TRUE		Support Team	
		Adobe Sign	TRUE		Support Team	
		Setup your email signature	TRUE		Support Team	Model your signature based on that of one of your colleagues.
		Smartsheet Setup	TRUE			
		Department Teams Training			Support Team	Basic Teams Training



Job Specific Training						
Facility & Office Tour						
Closets			TRUE			
Electrical panels			TRUE			
Cleaning supplies			TRUE			
Safe			TRUE			
Light switches			TRUE			
Keys			TRUE			
First aid			TRUE			
Flashlights						
Policy books						
Discuss marketing City standards			TRUE			
ID Card forms						
Center Maps						