**Connections and Expectations Checklist**

**For New Prince William County Employees**

Congratulations on your new position and welcome! We offer this checklist to you as a guide to gathering useful information. We encourage you to diligently pursue checking off the items as you become familiar with them. This information may come from asking questions or from formal and informal meetings with supervisors, peers, or even employees who work with you. You are encouraged to use both the PWC intranet and the internet to build your foundation of knowledge. We are, after all, a learning organization.

**I have learned:**  **Completed**

1. Name and contact information of immediate supervisor \_\_\_\_\_\_\_\_\_\_\_\_
2. Name and contact information of the person to answer questions if my

supervisor is not available \_\_\_\_\_\_\_\_\_\_\_\_

1. Name and contact information/location of my department’s HR and

Payroll Liaison \_\_\_\_\_\_\_\_\_\_\_\_

1. Name and contact information of my department’s IT specialist \_\_\_\_\_\_\_\_\_\_\_\_
2. Mission statement for my department \_\_\_\_\_\_\_\_\_\_\_\_
3. Review and know department structure and location(s) \_\_\_\_\_\_\_\_\_\_\_\_
4. Access and review PWC Personnel Policies, including Probation

Period, Absences, EEO, Conduct, and Inclement Weather \_\_\_\_\_\_\_\_\_\_\_\_

1. Access and review my departmental operation policies \_\_\_\_\_\_\_\_\_\_\_\_
2. Understand the Performance Appraisal process for my department \_\_\_\_\_\_\_\_\_\_\_\_
3. Access and review my department’s Performance Measures \_\_\_\_\_\_\_\_\_\_\_\_
4. Review the New Employee Landing Page \_\_\_\_\_\_\_\_\_\_\_\_
5. Complete New Employee Journey on PWC University within 30 days \_\_\_\_\_\_\_\_\_\_\_\_
6. Register for recommended and additional training on PWC University \_\_\_\_\_\_\_\_\_\_\_\_
7. Complete New Employee Journey within Mobius (Personnel System)

(Set up direct deposit, taxes, and benefits) \_\_\_\_\_\_\_\_\_\_\_\_

1. Review and know safety standards for department \_\_\_\_\_\_\_\_\_\_\_\_
2. Register and access PWX (PWC Recognition Platform) \_\_\_\_\_\_\_\_\_\_\_\_

We hope you will strive every day to learn more about the importance of your role in your department and in the PWC team. Ask questions, make suggestions and help us all serve the community better.