Delaware Department of Human Resources

DHR HIRING MANAGER/SUPERVISOR ONBOARDING CHECKLIST FOR SILVER LAKE & READS WAY LOCATIONS	
DHR-INT-OP #: DHR-INT-OP-222.1-SD	**Authority: 29 Del. C. & 9003D**
Effective Date: May 29, 2024	**Revision Date: N/A**
Supersedes: N/A	**Application: Hiring Managers/Supervisors with DHR staff located at Silver Lake and Reads Way locations**

Employee Information

Employee Name:	**Position:**
Hire Date:	**Orientation Date:**
Work Telephone Number:	**Office Location:**

☐ **Once the job offer is accepted in writing,** disposition the selected candidate as "hired" in the State Recruitment/Hiring system (JobAps).

☐ **Remind the employee that:**
- They will receive an email from DTI requesting that they complete the Okta identification verification process.
- They will also receive outreach from their benefit representative, requesting a photograph to initiate a building badge for door access. Please assure that your employee has received and completes both requests.

☐ **Supervisor/Hiring manager shall:**
- Initiate an **IT Onboarding Order Guide** located in id.delaware.gov, to obtain equipment such as a laptop, bag, and headset through DTI ILM/OKTA.
- *If the position is new OR has not been filled previously at these locations*,
    - Send the following information to the Director of Financial and Administrative Services to assign an office, cubicle, or other workspace:
        - **Employee Name, Supervisor Name, and Work Location**
    - Indicate on the **IT Onboarding Order Guide** the needed equipment including a laptop, bag, headset, and specific software such as Adobe Pro, if required. **Note: Equipment may take up to 2 weeks to receive.**
- *If the position was previously filled*,
    - Send the following information to the Director of Financial and Administrative Services.
        - **Employee Name and Assigned Location and office/cubicle number.**
    - Indicate on the **IT Onboarding Order Guide** that there is a laptop, bag, and headset available for the new employee.

- o Indicate on the **IT Onboarding Order Guide** if additional software is needed. Select "Adobe Acrobat Pro" or other software that applies. ***Enter Details of the previous user and who the license shall be transferred to in the "Additional Information Pertaining to Software Needs" section.***

Additional Information Pertaining to Software Needs

Please transfer license from past employee John Greenage to Cherie Dodge-Biron.

IMPORTANT: If your new employee is transferring from another agency, the Supervisor/Hiring Manager/Designee shall **also** complete the **DTI Modify/Transfer User Form** in conjunction with the **IT Onboarding Order Guide**.

☐ **Prior to employee start date:**
- o Notify the Director of Financial and Administrative Services and the receptionist at Reads Way or Silver Lake with the following information:
  - ➢ **New Employee Name**
  - ➢ **Assigned Phone Number**
  - ➢ **Office/Cubicle/Tripod/Touchdown Number of Assigned Office Space (to update master phone contact list; to ensure proper routing of phone calls)**
  - ➢ **Requested Pronouns for a Name Plate.**
- o Send a request to the building receptionist to create a name plate and include requested pronouns, if applicable.
- o Request a key fob from the DHR Benefit Representative for after-hours access to Reads Way, if required.

☐ **Employee's first day:**
- o Review the Robin Reservation system (in id.delaware.gov) on how to reserve meeting space and touchdown space.
- o Review the DHR Intranet page with employees so the employee can request DTI assistance and submit building maintenance requests, if needed.
- o Review with new employees the "DHR Reads Way and Silver Lake New Office Guidelines" (Do's and Don'ts) for offices located on the DHR Intranet: **Do's and Don'ts Flyer**
- o Confirm that your employee is visible to you as a direct report in eSTAR (timekeeping system) and DLC (Delaware Learning Center – the state training portal).

NOTE: Please refer to the **Statewide New Hire Supervisor Checklist** for **additional tasks required** to onboard your new hire.