

	LOM 6.4 Onboarding Checklist	
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6.4 Onboarding Checklist

6.4.1 Preparing for a New Employee

Supervisors should be prepared to discuss onboarding topics with new employees. Volunteer onboarding mentors should also be familiar with this information as it may surface during discussions.

Supervisors should stress that each employee is expected to read and become familiar with the Official Orders. The Official Orders of the Michigan State Police are the set of rules that govern the acceptable behavior and practices of all State Police employees.

New employees shall also be instructed to read the Official Correspondence on the State Police intranet site on a daily basis.

6.4.2 Checklist Instructions

The New Employee Onboarding Checklist (FS-32) includes the items that will be covered in the new employee orientation. Supervisors should meet with the new employee within five working days of their starting to introduce the onboarding program and begin going through the list.

Each checklist item shall include an employee-supervisor discussion. The listed item shall be dated and initialed by the supervisor and the employee when it is completed. If a designee (e.g. onboarding mentor) has addressed an item with the new employee, their name should be noted by the supervisor when they (the supervisor) add their initials.

The checklist should be completed within one year of the employee's start date.

6.4.3 New Employee Onboarding Checklist

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