

WSCT New Employee On Boarding Flow Chart

First Day

- New Employee Orientation Checklist with Supervisor
- Issue Referral Directory of System Services
- Worksite Tour and Staff Introductions
- Email name of new employee and department working in to all WSCT staff

First Two Weeks

- Information Technology Security Awareness Training
- Fraud Prevention Training
- Review www.workforcelink.com
- Review intra.workforcelink.com
- Review appropriate policies (weather, phone/vm, etc)

First Month

- Attend all program orientations and workshops
- Meet with staff person from each program that does not have an orientation to receive overview of program
- Submit new employee photo and bio for inclusion in Staff Newsletter

First Three Months

- Attend WSCT System Orientation or TWC Workforce 101*

*If the WSCT System Orientation is offered within the first three months of employment or within a reasonable time period thereafter, then TWC Workforce 101 is not required since the Workforce 101 information is covered in the System Orientation. However, if the WSCT System Orientation is not offered within that time period, employees must take TWC Workforce 101 within the first three months and also attend the more comprehensive WSCT System Orientation whenever it is made available.