



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File ID: FileID

Substitute

5/6/2025

Public Hearing: YES ☐ NO ☒

Department: Board of Commissioner - District 7

SUBJECT:

Commission District(s): Board of Commissioners – District 7

Information Contact: Dr. LaDena Bolton, District 7 Commissioner

Phone Number: 404-371-2899

PURPOSE:

To adopt a resolution and Department new hire checklist creating a formal onboarding process for DeKalb County Departments.

NEED/IMPACT:

The formalization of an onboarding process is crucial for employees and ensures alignment with the organizational goals in several ways:

1. Smooth Transition: Helping newly hired have a streamlined approach to acclimation to county values, expectations, and processes.
2. Knowledge Transfer: provides structured access to necessary information, tools, and resources, ensuring employees can perform their roles effectively from the start.
3. Higher Productivity: Employees become proficient faster, leading to quicker contributions to the county goals, overall organizational success, and constituent services.
4. Efficiency: Prevents confusion and inefficiencies by standardizing procedures, saving time.
5. Compliance: ensures all legal, regulatory, and policy-related requirements are clearly communicated & understood.

This can pave the way for employees to thrive while simultaneously driving long-term success for the services rendered to constituents.

FISCAL IMPACT:

None

RECOMMENDATION:

To adopt a Resolution in support of the new hire onboarding checklist created by HR as outlined in the attached checklist, and requests Administrative implementation of this checklist by the Chief Executive Officer or her designee

Department Checklist
New Hire Onboarding
(Draft)



Department Name _____ Division Name _____

Employee Name _____ Position Title _____

Person ID _____ Assigned Location _____

Employee Start Date _____ Manager Name _____

- ☐ Department organizational chart and leadership (department head, manager & supervisor)
- ☐ Department vision, mission, values and goals
- ☐ Absence management (late arrivals, early departures, leave requests, etc.), overtime & comp time instructions
- ☐ Department admin/payroll coordinator/HR liaison & safety coordinator contacts
- ☐ Employee CV360 access, email access and signature requirements, and assigned software license (s) – *as applicable*
- ☐ Key meetings details
- ☐ Building/office access & parking instructions
- ☐ CV360 Day 1 Journeys & I-9 completion
- ☐ Department SOPs & relevant highlights
- ☐ Department webpage
- ☐ County equipment & uniform assignments
- ☐ Other:

Notes: _____

Date Completed: _____

Employee Signature: _____

Coordinator Signature: _____

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF DEKALB
COUNTY, GEORGIA, TO REQUEST ADMINISTRATIVE
IMPLEMENTATION OF AN ONBOARDING CHECKLIST FOR USE BY
COUNTY DEPARTMENTS**

WHEREAS, the Board of Commissioners supports organizational initiatives to enhance efficiency, departmental productivity, and recognizes the value in an engaged workforce; and

WHEREAS, the Human Resources Department has recently developed a standardized new hire onboarding checklist to ensure a consistent and effective integration process for all new employees within DeKalb County Government departments; and

WHEREAS, this checklist has been developed as a key strategy for improving the new hire experience and enhancing organizational efficiency; and

WHEREAS, the implementation of this checklist will contribute to a more engaged and productive workforce, ultimately benefiting the residents of DeKalb County.

NOW, THEREFORE, BE IT RESOLVED, that the DeKalb County Board of Commissioners hereby affirms and supports the new hire onboarding checklist as outlined in the attached checklist, and requests Administrative implementation of this checklist by the Chief Executive Officer or her designee:

ADOPTED by the Board of Commissioners of DeKalb County, this _____ day of _____, 2025.

MICHELLE LONG SPEARS

Presiding Officer
Board of Commissioners
DeKalb County, Georgia

APPROVED by the Chief Executive Officer of DeKalb County, this _____ day of _____, 2025.

LORRAINE COCHRAN-JOHNSON

Chief Executive Officer
DeKalb County, Georgia

ATTEST:

APPROVED AS TO FORM:

BARBARA SANDERS

County Clerk
Board of Commissioners and
Chief Executive Officer

MATTHEW WELCH

Acting County Attorney
DeKalb County, Georgia