

# Connecting **you** with Texas

## New Employee Onboarding



### 1. Accepted!

Your career with TxDOT begins when you accept a position with the agency.



### 3. Prep for your first day

Before your start date, your supervisor will submit an onboarding ticket with Information Technology Division so that you have login credentials and equipment ready for your first day.

\*If you are working in the district, your office manager may reach out to get your shoe and shirt sizes.



### 5. Hooray! Your first day!

You will complete mandatory paperwork with your HR Generalist. You will attend New Employee Orientation with other new employees led by your HR Generalist.

\*Your HR Generalist will inform you of the day and time of NEO depending on your position and location.



### 2. Pre-employment

Your HR Generalist will contact you to schedule your pre-employment background check, physical, drug screening, and complete pre-employment forms.



### 4. First day expectations

You will receive an email from your HR Generalist informing you of first day expectations, required documents to bring, and links to your benefits and additional resources.



## Excited to learn more?

[Benefits](#)

[Total Compensation Package](#)

[100 Years of TxDOT](#)

Questions? [onboarding@TxDOT.gov](mailto:onboarding@TxDOT.gov)