

Date _____

Dear _____,

Congratulations, and welcome to the City of San José!

We are very pleased that you have accepted the position of _____ for the _____ Department starting on **DATE**. **Your Employee ID Number is XXXXXX.**

Now that you are part of the City of San José, it's time to get you onboard! You will be required to attend a two-part New Employee Welcome (NEW) orientation to help you get better acquainted with the City of San José, understand your benefit options, and learn about key City policies.

ORIENTATION	DATE	TIME	LOCATION
Part One <ul style="list-style-type: none"> - City overview - Benefits - Retirement - Union introduction 	Day, Date, 2022	8:00am-2:00pm	City Hall: 200 East Santa Clara Street

An email will be sent to you from the City of San Jose's Human Resources Department with detailed information regarding location, parking, and a link to the New Hire Webpage (www.sanjoseca.gov/newhire). On your first day of work, you will also be receiving email with instructions for completing your onboarding documents. Please make sure you complete your onboarding documents by the end of your first week.

As part of your on boarding to the City, you are required to provide proof of eligibility to work in the United States within *three days* of employment. Here is a link to the form: [I-9 Form](#). To expedite this process, please review the list of acceptable documents and make sure you bring your proof of eligibility with you to your orientation. Please print and fill out Section 1 of the form and bring it with you to orientation.

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The orientation will conclude at 12:00pm and you are encouraged to go get lunch somewhere near City Hall. At 1:00pm, you will need to report to the Security Office, which is on the Tower side of the City Hall Parking Garage, to receive your Employee ID badge.

After the conclusion of Part One of NEW, you will be reporting to **NAME**, your supervisor at **PHONE NUMBER/EMAIL**. Please go to **LOCATION** at the conclusion of Part One of NEW.

ORIENTATION	DATE	TIME	LOCATION
Part Two - Key City Policies - City department presentations	Day, Date, 2022	8:30am – 12:00pm (may end earlier)	Virtual via Zoom

A Zoom link to attend Part Two of NEW will be sent to you via an Outlook calendar invitation from the City of San Jose’s Office of Employee Relations (OER), employee.relations@sanjoseca.gov, to your preferred email. Please download the Zoom software or app on your device before Part Two of NEW orientation <https://zoom.us/download>.

Important: If you do not receive the Outlook invite by the end of day Wednesday after your Part One orientation, please email employee.relations@sanjoseca.gov or contact OER at (408) 535-8150.

For employees who work at City Hall: Attached to this Welcome Letter, you will find an application for a parking pass for the Employee Parking Garage at City Hall. Please fill this out and bring it with you to the orientation so you can receive your parking pass.

Interested in reviewing **Employee Benefits** ahead of your orientation? Please visit the City’s Benefit Website at: <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>.

Please feel free to contact me at (408) XXX-XXXX or email me at EMAIL if you have any questions.

Sincerely,
 Last Updated 6/6/2023

[Department Contact]

[Department Contact Phone Number]

Attachment