

## CHECKLIST FOR ONBOARDING THE NEW EMPLOYEE

How an employee is treated when starting a new job makes a lasting impression. A strong, interactive onboarding is an important first step in developing commitment

valued, to provide the tools needed to properly carry out the duties of the new job, and to convey a positive, realistic view of your college and the District as a whole.

A checklist has been prepared to assist you in remembering the many details of an effective onboarding. You may customize your onboarding program by adding steps unique to your work unit or division and deleting those that do not apply.

Make the new employee's first days a positive experience by providing a thorough and well-prepared onboarding. It will prove to be well worth the time and effort you put into it. By alleviating the frustration and confusion that can result from being under prepared, you allow the new employee to concentrate on learning the skills and procedures needed to excel in the new position and ultimately in serving the community. The result will be a committed, effective employee and greater productivity for your work unit or division.

PRIOR TO EMPLOYEE'S FIRST DAY

Provide a welcome to the employee confirming their first day, time, parking, and checkin instructions.

## EMPLOYEE'S FIRST DAY (cont'd)

Conduct a quick tour pointing out departmental bulletin boards, mail drop ~~rooms~~ rooms, copy and fax area, lunchroom, cafeteria, and any other locations pertinent to your employee. Be sure to point out restrooms, break areas, drinking fountain, coffee area, stairwells, emergency exits, and first ~~aid~~ supplies.

Explain work hours, summer hours, over time policy, the smoking policy, and lunch and break times. Explain the procedure for reporting absences or tardiness, including who and when to call.

Determine flex schedule if applicable. Notify HR Solutions Center if flex schedule will impact probation period calculation.

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## EMPLOYEE'S FIRST WEEK

Introduce employee to his/her policy group campus representative. Encourage employee to review his or her respective employee group ~~policy~~.

Make accommodations in the new employee's work schedule to attend any-college based new employee orientation that may be available, as well as the MCCC New Employee Orientation, required for all new employees <https://ep.maricopa.edu/hr/hrtools/Pages/welcomingnew-employees.aspx>

Meet with the employee daily to monitor progress and answer ~~questions~~.

Review the employee's job description; discuss the specific duties and responsibilities of the position; discuss in detail the expectations of ~~other~~.

Explain the probationary period outlined in the policy manual for ~~position~~.

Set up a meeting with the new employee at the end of the first week. Revisit important issues and answer any questions he or she ~~may~~.

Order specific supplies for employee (calendar, preferred work ~~tools~~),

## DURING EMPLOYEE'S FIRST MONTH

Make sure employee attends the first available college ~~based~~ new employee orientation, as well as the MCCC New Employee Orientation session, required for all new classified staff employees <https://ep.maricopa.edu/hr/hrtools/Pages/welcomingnew-employees.aspx>

If employee will be operating a vehicle owned, rented, or borrowed by MCCC, make sure they complete the online training and submit to a Motor Vehicle Record

<https://maricopa.learn.taleo.net>

All employees regardless of type must complete the following courses within the first 30 days of hire: Preventing Sex Discrimination and Harassment (repeat every 3 years), Annual Information Security and Privacy Awareness Learning Plan (includes level I FERPA module, Human Firewall, and Data Security Acknowledgment) (repeat every year)

All full-time and part-time classified employees including OSO, OYO, Specially Funded employees are required to complete Public Stewardship and Ethics Learning Plan (includes Legal Issues: Public Sector Employment and MCCCDC Public Stewardship) within their probationary period or one year (whichever is shorter) after their hire date and every three years thereafter.

All "leaders" (those who supervise at least one part-time or full-time classified staff employee, are required to complete the two