

Orientation Checklist for New Employees

Human Resources	Supervisor	Employee
<p><input type="checkbox"/> Compete pre-hire process, including obtaining signed offer letter and job description acknowledgment and background check.</p> <p><input type="checkbox"/> Provide required employment forms and ensure completion, including W-4, I-9, benefit enrollment and direct deposit.</p> <p><input type="checkbox"/> Obtain electronic acknowledgment of specific policies: Data Custodianship and Access, Code of Ethics, Sexual Harassment, Discrimination & Harassment, and Responsible Use of Technology Resources, FERPA.</p> <p><input type="checkbox"/> Enroll employee in required training programs, Harassment & Discrimination Prevention/Diversity: Inclusion in the Modern Workplace, and monitor completion.</p> <p><input type="checkbox"/> Conduct New Employee Orientation.</p>	<p><input type="checkbox"/> Communicate with employee prior to first day regarding start date, time, location and parking.</p> <p><input type="checkbox"/> Ensure employee's workspace is set up, including computer, phone, supplies, nameplate and keys, if applicable.</p> <p><input type="checkbox"/> Inform staff of new employee's arrival, plan first day events, including office/campus tour, lunch and safety procedures.</p> <p><input type="checkbox"/> Meet with employee to review office/department procedure, college policies and set performance expectations.</p> <p><input type="checkbox"/> Assign a task/project for the employee to complete in their first week/month.</p> <p><input type="checkbox"/> Ensure employee completes required training, Harassment & Discrimination Prevention/Diversity: Inclusion in the Modern Workplace, within first 30 days.</p> <p><input type="checkbox"/> Ensure employee attends New Employee Orientation</p>	<p><input type="checkbox"/> Complete onboarding process in Workday, including W-4, I-9, direct deposit (if desired), benefit enrollment (if applicable), review and acknowledgement of specific policies: Data Custodianship and Access, Code of Ethics, Sexual Harassment, Discrimination & Harassment, and Responsible Use of Technology Resources, FERPA</p> <p><input type="checkbox"/> Bring required documents for I-9 to Human Resources</p> <p><input type="checkbox"/> Obtain photo ID card from Campus Safety</p> <p><input type="checkbox"/> Complete union dues form, if applicable</p> <p><input type="checkbox"/> Complete assigned required training from EverFi: Harassment & Discrimination Prevention/Diversity: Inclusion in the Modern Workplace, within first 30 days.</p> <p><input type="checkbox"/> Attend New Employee Orientation</p>