NEW EMPLOYEE ONBOARDING CHECKLIST FORM

For Full-Time Faculty & Full-Time & Part-Time Staff

Please note that completion of Full Time New Hire Onboarding Checklist is mandatory, and should be returned to HR within 90 days of the new employee's start date. Each department can tailor their onboarding process to their individual needs.

Employee Name: _____

Department: _____

Position: _____

Date of Hire: _____

Departmental Orientation and Office Access
Responsibilities outlined below are to be completed by the Department and or/employee supervisory.

Before Employee Arrives:

❏ Inform current staff of employee's date of arrival (as soon as date is determined)
❏ Prepare new employee's workspace (one week prior)
❏ Obtain any new apparel or uniforms if applicable (one week prior)
❏ Obtain office supplies (one week prior)
❏ Obtain business cards from Marketing and Communications department https://docs.google.com/forms/d/e/1FAIpQLSdz1gf6Q_h8EkUBctPF16csoLkio9STy4l42ZjDcvLA08Ni4A/viewform (order two weeks prior)
❏ Establish department training schedule and which staff member will train on various job function(s). (one to two weeks prior)
❏ Set up a peer mentor. (one to two weeks prior)
❏ Send new employee a welcome email. (a few days prior)
❏ If applicable, work with ITS to identify technology needs and make sure devices are connected.
❏ Contact ITS to add new employee to directory
❏ Follow up with ITS to ensure faculty is added to evaluation kit
❏ Provide faculty with the following link to be added to the website https://ccsedu.wufoo.com/forms/faculty-bio-form/

Employee's First Day:

❏ Employee meets with Human Resources for HR onboard.

- ❏ Supervisor or other department staff that to Campus safety to obtain badge and parking pass
- ❏ Send out announcement email to CCS community (see template)
- ❏ Employee meets with department Supervisor.
    - ❏ Give employee brief history of CCS
    - ❏ Explain mission, vision and values
    - ❏ Explain Organizational Chart
    - ❏ Review job description
    - ❏ Review department protocols
    - ❏ Highlight department goals
    - ❏ Provide employee schedule for first week
- ❏ Host a welcome coffee and introduce the employee to department staff.
- ❏ Employee meets with their department mentor.
- ❏ Take employee on tour of building/office/facilities including lunchroom, emergency exits, and restrooms.
- ❏ Show location of copiers, printers etc.; provide instruction and any access information
- ❏ Provide keys (office, desk, file cabinets, etc.)
- ❏ Provide direction to digital college directory.

Employee's First Week:

- ❏ Complete Title IX Training, connect with the Office of Institutional Equity and Inclusion
- ❏ Take employee on tour of both the Ford and Taubman Campus
- ❏ Employee to activate voicemail.
- ❏ Employee to log into email, blackboard, etc.
- ❏ Set up any relevant accounts and passwords.
- ❏ Training on TimeClock Plus with the payroll office.
- ❏ Business Office overview to explain various processes.
- ❏ Training with IT on any software, processes, etc.
- ❏ Training on G Suite – review email and calendar best practices and expectations
- ❏ Training/Overview with other relevant departments:_____
- ❏ Departmental training begins.
- ❏ Supervisor Daily Check-in with Employee
    - ❏ Set goals for 90 days.

Relevant Work Related Items
Relevant work items to be ordered in advance of new hire start date, if applicable.

- ❏ Business cards
- ❏ Credit card
- ❏ Cell phone
- ❏ Desk phone
- ❏ Laptop or workstation
- ❏ Tools

Other _____

FIRST 3 MONTHS
- ❏ Weekly one on one meetings with Supervisor to discuss goals and provide feedback.
- ❏ Introduction to various groups on campus (DE&I, Staff Assembly, etc.)

Supervisor Signature: _____ Date: _____

New Hire Announcement Email Template:

Dear CCS Community,

Please join me in welcoming **[Employee's name, (pronouns), title]** to the CCS Team. **[Name]** joins the **[department name]** and will be responsible for **[brief description of responsibilities]**.

[Name] joins us from **[brief employment / experience history 1-2 sentences, if applicable]**

In their free time, **[Name]** enjoys **[brief listing of hobbies]**.

[Name] can be contacted at **[list phone number and email address].**

We look forward to working with **[Name]** in their new role.

Tips:

- Photos and personal information like outside hobbies are optional, not every employee will be comfortable with this.
- Email should be sent to all staff within employee's first week
- This template is for guidance, and can be altered when appropriate.
- if this was an existing position, please also use language such as 'budgeted and existing position' when referring to the role that the new employee is filling