Employee Onboarding Worksheet

Check off topics as they are covered. If a topic is not applicable please mark NA.

Position Title: _____

Employee Name: _____ Date of Hire: _____

Prior to First Day (College-wide)

☐ Prepare workspace to include having office supplies available

☐ Finalize onboarding process, have position reference manual/guide for job processes available

☐ Arrange for Telephone Access: contact Tim Light

    ☐ email Meaghan Walraven employee's office number and extension

☐ Contact OIT (x9575 or helpdesk@delta.edu) to have computer set up

☐ Complete form to request OIT access to:

    ☐ electronic files/folders
    ☐ departmental email inboxes
    ☐ if appropriate, access to Colleague

☐ Set up access to multifunction devices/copiers – to add new users or to add access to a cost center for a user, please email printing@delta.edu. Please include username, user email address, ID # and approved cost centers

☐ Order employee name tag (magnetic tags). Complete requisition and include the first line information (for example: employee's name) and the second line information (for example: employee's title) Send requisition to Business Services

☐ Order name plate. Include whether it is for a cubicle or an office and a cost center to bill

☐ Request building (s) entrance door access – Public Safety Robert Battinkoff

☐ For a new Supervisor Role: Create a direct report list and assign primary supervisor/alternate supervisors for timesheet purposes (email list to Meaghan Walraven)

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Day #1

General Business (Supervisor-Led):

☐ Take to Public Safety for ID Badge

☐ Introduce new to departmental staff

☐ If applicable, set-up access to order supplies contact [Business Services](#)

☐ Show how to access and use the online [Staff directory](#)

☐ Show location of:

    ☐ restrooms near desk/office
    ☐ break area/lunch area in department (if have one)
    ☐ campus mail pickup/drop off in the area
    ☐ office supplies
    ☐ fax/copy machine
    ☐ vending machines
    ☐ Coffee n More

☐ Explain on-campus parking, option for parking permit (Cashier's Office: x9394 to check on availability)

☐ Explain hours of operation of the department/college

☐ Show departmental electronic sites and/or folders

☐ If appropriate, order business Cards: Confirm Name/Certifications/Degrees – Order via [Printing Services](#)

General Business (Supervisor Supported):

☐ Request Key(s) – Complete [Key Request Form](#)

☐ Have employee go through sign-up for computer access/[MyDelta](#) (email will be sent with ID and username information)

Day #2

Meet with <u>Supervisor</u> to discuss the following:

☐ Divisional strategy

☐ Division/College structure

☐ AY Goals of division

☐ AY Goals of department

☐ Supervisor philosophy:

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☐ dress standards/lunch/hours/schedule

☐ Explain position

☐ Goals for the position

☐ Relationship expectations:

☐ Direct Reports

☐ Peers - who should employee develop relationships with to be successful at Delta?

☐ Other Departments/areas

☐ What a typical day looks like - hours, percentage of time in meetings/staff support, student support

☐ Review computer; systems access and understanding

☐ Outlook Calendars

☐ Delegates (who can see details)

☐ Scheduling

☐ Career Development

☐ Work on online training

Day #3

Current office policies and procedures discussion with <u>Supervisor</u>

☐ Discuss how is leave time requested

☐ Discuss any black-out dates for vacation/leave time

☐ Discuss the current workflow in the office

☐ Discuss what area does and why

☐ Explore the Delta College Inside Delta Pages

☐ Explore the departmental pages

☐ If the employee will be updating any webpages (website and Inside Delta), contact Amanda Hammond to assign access

☐ Discuss how to submit an etrieve HRAF if applicable

☐ Meet the division staff

☐ Meet with department head

☐ Shadow peers

☐ Work on online training

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Day #4

Budget Review (for supervisor or cost center managers, only)

☐ Discuss the budget, if appropriate

☐ Discuss the structure of people in the budget

☐ Discuss the continued budget concerns and the enrollment numbers needed to sustain the current budget

Other budgetary considers, if appropriate:

☐ How to complete a travel request or a reimbursement request

☐ The cycle of reimbursement

☐ How to complete a mileage reimbursement request

☐ Discuss PDA procedures, if applicable

☐ Student workers

Day #5

Processes in division/department

☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Who does what (one on one face to face with each person in department)

☐ Work on online training

☐

Day #6

Review of the Delta College Resources

☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Work on online training

Day #7

Employee Onboarding Worksheet

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☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Work on online training

☐

Day #8

☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Work on online training

Day #9

☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Assignment of first projects with check point dates

☐ Work on online training

☐ Set 30, 60, and 90 day goals

☐

☐

Day #10

☐ Supervisor check-in (ask employee what questions they have, what concerns they may have, what are their immediate needs)

☐ Complete online training

☐

☐

30-Day Check-in

Once **all** of the above topics have been reviewed please return the completed/signed form to Human Resources, J101.

Employee Onboarding Worksheet

Check off topics as they are covered. If a topic is not applicable please mark NA.

If you have any questions during or after your initial onboarding process, feel free to contact Human Resources x9107.

Employee's Signature: _____   Date: _____

Supervisor's Signature: _____   Date: _____