

Department Onboarding Checklist

Employee Name: _____ Hire Date: _____

Job Title: _____ Department: _____

Temporary Internal Transfer

Instructions:

1. This serves as an Onboarding plan for temporary staff. This is also intended for promotions/transfers for staff to become orientated to their new department.
2. Supervisor should complete this checklist with new hire.
3. This checklist should be completed within the first 2 weeks of new hire or internal transfer.
4. The supervisor should initial in the space provided next to each item as it is discussed.
5. Completed form should be signed by supervisor and employee and returned to HR to be placed in the employee's personnel file.
6. Mark with N/A if non-applicable

WORK ENVIRONMENT

	IT Access: Request all IT Access including email, shared network drives, Colleague, etc. Provide usernames & passwords to the employee and show them how to log in to the computer, and all necessary programs.
	Telephone: Provide a link to the online staff directory. Provide a User Reference Guide and basic instruction on operating the phones (setting greetings, accessing voicemail, transferring calls, etc.). Discuss how the phone should be answered, and rules on personal use.
	Issue Keys: Complete Key Request Form (Terry O'Leary in Facilities x 9244, P025D)
	Campus Tour: Include fitness center, library, book-store, break rooms, mail-room, etc. <ul style="list-style-type: none"> • Explain campus parking, option for parking permit (Cashier's Office: B111 x 9394)
	Co-Workers: Introduce to department and other staff as appropriate and explain work relationships.
	Safety & Emergency Action Plan: Discuss the Emergency Plan. Locate the emergency exits, fire extinguishers, first aid, and AEDs relative to the employee's work space.
	Equipment & Supplies: Explain the location and use of equipment, and how to obtain supplies. <ul style="list-style-type: none"> • If employee will be responsible for ordering contact Business Services
	Employee Photo: Schedule employee photo with Luke Goodrow (x9227) for ID Badge

WORK RESPONSIBILITIES & ASSIGNMENTS

	Work Assignments: Arrange for specific work assignments and assist in the initial performance. Designate a person that the employee may call on for questions, clarification and future assistance.
	Quality: Discuss departmental quality standards. Discuss acceptable and unacceptable performance and how such are handled.
	Records: Locate any records or files necessary for the job. Explain which records may be confidential and how confidential information is to be managed.
	GCN Mandatory Education: Found in New Employee packet. Must be completed within 30 days of being hired.

WORK PROCEDURES

	Unscheduled Leave: Review when and whom to call when unscheduled absence is necessary due to personal emergency or illness.
	Schedule Leave: Discuss how and when it should be requested, periods of time when leave may not be requested, etc.
	Emergency Contact: Discuss how the supervisor can be reached during non-working hours, and when it's appropriate. Explain whom to call if supervisor cannot be reached.
	Time Cards: Show the employee how to edit and submit timecards.
	Policies & Procedures: Show the employee where to access the union contact and/or policies & procedures manual, departmental policies, etc.
	Dress Code: Explain dress code requirements including acceptable jeans day apparel, etc.
	Work Schedule: Discuss scheduling procedures, shift start and end times. Explain any exceptions and the reasons for them.
	Overtime Review: If applicable, discuss any authorization required for overtime and probability for scheduling.
	Meal Periods & Breaks: Refer to procedures manual and review frequency and length of break periods, and what most employees do for the periods. Show them where to access restrooms, break rooms, coffee/water, vending and café.
	Inclement Weather: Discuss inclement weather and explain where employees can obtain information concerning college closure or reduced schedule. Explain how to code this time on the time card.
	Maintenance & IT Requests: Explain the process for submitting IT and Maintenance Tickets.

COMMENTS:

I, as the employee, agree that the above checked items have been explained to me by my supervisor and I have had an opportunity to discuss and ask questions for clarification.

Employee Signature

Date

I, as the department supervisor, have explained the above checked items to this employee.

Supervisor Signature

Date