**New Employee On-Boarding**

PRIOR to the new employee’s arrival, the supervisor should:

1. **Work with HR on first day of work and schedule new employee orientation session**.
2. Prep the year one plan (in consultation, if necessary)
3. **HR will assign new employee ID# and submit initial email to helpdesk, facilities and include supervisor and key employees to:**
   1. **Order Keys & key card with access**
   2. **Request technology access and initial email address**

**Supervisor can respond to HR’s email to helpdesk with what the new employee will need to include:**

* 1. **Computer login (HR will follow up with new employee during new employee orientation session on first day)**
  2. Bulldog Connect with proxy access & ability to edit
  3. S drive: Student Services, Early Warning, StuLifeShares
  4. FormStack
  5. Presence
  6. EdSights
  7. HootSuite
  8. Slate
  9. Add to GroupMe accounts
  10. Account access
  11. Add to Teams
  12. Add to email groups
  13. Add to email addresses

1. Order credit card (they will need to go sign)
2. Set new employee up as a supervisor (payroll), if needed
3. Schedule meetings with student groups, student leaders, employees, other colleagues
   1. Add to ongoing meetings (such as SA team meetings)
   2. Schedule van training
4. **Order items and identify new employee information:**
   1. [**https://wwwi.mcpherson.edu/marketing-communications/**](https://wwwi.mcpherson.edu/marketing-communications/) **- business card, sign, photo**
   2. [**https://wwwi.mcpherson.edu/marketing-communications/directory-info/**](https://wwwi.mcpherson.edu/marketing-communications/directory-info/)
   3. **Create email footer**
5. Update Division org chart
6. Work with Marketing / PR to create an announcement to campus
7. Prep office
   1. Make sure it is clean, dusted, and any items are neat
   2. Swag!
8. Pre-arrival communication:
   1. Confirm start day, time, location
   2. What to wear
   3. COVID protocols (masking)
   4. Where to park
   5. Housing information (if applicable)

There’s a lot to learn! The following are suggested onboarding / orientation items for *day one*, then additional items that should be covered in the following weeks. Depending on the employee, some items may be more applicable than others; some may need to be learned earlier and others can wait. There is no real timeframe for this training, but an employee should be fully “up & running” within their first month on the job.

**DAY ONE:**

* 1. Help Moving In
  2. HR Onboarding with Brenda
     1. **Sign HR paperwork including I9, college benefits enrollment, Information who is Title IX Coordinator and mandated reporter**
     2. **https://wwwi.mcpherson.edu/human-resources/hr-forms/**
  3. Office Tour
     1. Trash Cans & how to empty trash
     2. Recycling Cans & how to empty recycling
     3. Bathrooms
     4. Copier / Printer & how to use
     5. Incoming / Outgoing mail
     6. Phone training (how to set up voicemail) & directory
     7. Refrigerator / microwave
  4. Campus Tour & Introductions
     1. Dining Hall
     2. Campus Store / Mail Room
     3. The Pound
     4. SA Storage Areas
     5. Facilities (Connie)
     6. Conference Rooms that are often used
     7. Makers Space
     8. Sign for credit card (if applicable)
     9. Business office, financial aid
  5. Lunch with the team (make it special, feel free to take more than an hour)
  6. Technology Training, the Basics
     1. Bulldog Connect
     2. **Intranet (wwwi.mcpherson.edu) including where staff/faculty handbooks are located**
  7. Afternoon: Time to unpack & basic tasks
     1. Sign up for Rave
     2. Play with systems
     3. Sort through files, etc.

**FOLLOWING DAYS:**

1. Setting the Stage: Year One Plan
   1. Community by Design
   2. KLC themes
   3. DEI
   4. Retention
   5. Discuss [professional development needs](http://formstack.com/admin/form/link/4553493) & upcoming conferences
   6. Church of the Brethren relationship
2. Technology Training
   1. Important folders / files in the S drive
   2. Deep dive into Bulldog Connect
      1. Proxy: Student look ups (finances, class schedules, roster, etc.)
      2. Entering / approving time
      3. How to edit
   3. Formstack
   4. Microsoft 365 (Email, Teams, Shared Calendar)
   5. Slate
   6. Presence
   7. Postermywall, Canvas
   8. Handshake / People Grove
   9. EdSights
   10. GroupMe
3. Machinery Training
   1. How to make student IDs
   2. How to make giant posters
4. Campus How-Tos
   1. IT requests
   2. Maintenance requests
   3. Room reservations
   4. Publicizing events
   5. How to order catering & sack lunch forms
5. Budget
   1. GL ledger
   2. SAP Concur (download)
   3. Credit card & spending rules
   4. Walmart card
   5. Tax exempt form
6. Review Dashboards
   1. Explain needs, data collection
7. Campus Conduct
   1. Conduct Officer Training
   2. Handbook / Policies / Code of Conduct
   3. Reservation form
8. Other / random
   1. Lands' End for professional swag
   2. Athletic events tickets
   3. Tour of the town / surrounding area
9. **Formalize first year staff professional development plan to include career develop worksheet**

[**https://wwwi.mcpherson.edu/human-resources/hr-forms/**](https://wwwi.mcpherson.edu/human-resources/hr-forms/)

1. **Schedule performance evaluation:**
   1. **If hourly staff employee, within 60 days of hire in collaboration with HR and again one time per year or during annual evaluation period April 15 through May 15**
   2. **If exempt staff employee, sometime during first year of service or during annual evaluation period April 15 – May 15**
   3. [**https://wwwi.mcpherson.edu/human-resources/hr-forms/**](https://wwwi.mcpherson.edu/human-resources/hr-forms/)

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