

CHECKLIST FOR ORIENTING THE NEW EMPLOYEE

How an employee is treated when starting a new job makes a lasting impression. A strong, interactive orientation is an important first step in developing commitment and cooperation.

The new employee will be given a great deal of information from a variety of sources, such as the Maricopa Community Colleges' New Employee Orientation as well as any formal or informal training your work unit or division requires. The greatest impact, however, will come from you and the new employee's coworkers. It is your responsibility to make the new employee feel welcomed and valued, to provide the tools needed to properly carry out the duties of the new job, and to convey a positive, realistic view of your college and the District as a whole.

A checklist has been prepared to assist you in remembering the many details of an effective orientation. You may customize your orientation program by adding steps unique to your work unit or division and deleting those that don't apply.

Make the new employee's first days a positive experience by providing a thorough and well-prepared orientation. It will prove to be well worth the time and effort you put into it. By alleviating the frustration and confusion that can result from being under prepared, you allow the new employee to concentrate on learning the skills and procedures needed to excel in the new position and ultimately in serving the students. The result will be a committed, effective employee and greater productivity for your work unit or division.

PRIOR TO EMPLOYEE'S FIRST DAY

- Provide a welcome to the employee confirming their first day, time, parking and check in instructions.
- Inform staff and/or college of the new employee's arrival.
- Prepare employee's workstation and stock with basic supplies, e.g., stapler, business cards, etc.
- Order applicable building keys and/or security access cards.
- If the employee will be accessing a computer terminal, contact your college help desk to set up security access, email accounts, logon and passwords.
- Review and/or develop position performance standards. Have an up-to-date job description and/or a list of duties and responsibilities available.
- Develop employee training plan. If another employee will do the training, discuss it with him or her in advance.
- Schedule formal training such as MEMO, CFS, OSHA, etc.
- Notify the mailroom of your new employee's name so mail can be routed efficiently.
- On your calendar, set aside the last half hour of the employee's first day for a debrief meeting. Schedule initial progress review sessions. Notate probation period end date, performance checkpoints, training and orientation dates.

EMPLOYEE'S FIRST DAY

- Be there to welcome the new employee. Schedule plenty of time to meet with him or her. If you must be away, appoint someone to act on your behalf.
- Show the employee to his or her workstation. Provide desk/door keys.
- Provide employee with secure place to store personal belongings.
- Give the employee an overview of his or her work unit or division, explaining who does what, how it affects your college and Maricopa Community Colleges, and what part the employee will play.
- Begin to introduce the employee to appropriate department and college staff. This may include contacts in other departments. Provide list of contacts with job descriptions and phone numbers.

EMPLOYEE'S FIRST DAY (cont'd)

- Conduct a quick tour pointing out departmental bulletin boards, mail drop points, meeting rooms, copy and fax area, lunchroom, cafeteria, and any other locations pertinent to your employee. Be sure to point out restrooms, break areas, smoking areas and the smoking policy, drinking fountain, coffee area, stairwells, emergency exits, and first aid supplies.
- Explain work hours, summer hours, over time policy, lunch and break times. Explain the procedure for reporting absences or tardiness, including who and when to call.
- Determine flex schedule if applicable. Notify Employee Relations if flex schedule will impact probation period calculation.
- Explain the policy for requesting vacation, outlining the college's peak times that vacation requests may not be approved (except for emergencies), e.g., rollover, registration, or other similar events.
- Review paid holidays and academic calendar available at:
<http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2.php>
- Explain when the employee will receive his or her first paycheck and for how many days he or she will be paid. Provide a copy of the payroll calendar available at:
<http://www.maricopa.edu/hrweb/payroll/CalendarPage.html>.
- Discuss time reporting procedures for your work unit/division.
- Explain guidelines for appropriate attire and “casual day” if applicable.
- Provide training on emergency procedures including fire, bomb threat, evacuation plans, etc.
- Arrange for someone to take the employee to lunch.
- At the end of the day, meet with the new employee and answer any questions he or she may have.
- Continue to introduce the employee to appropriate department and college staff. This may include contacts in other departments. Provide the employee with a list of position-relevant questions to ask.
- Provide employee with copies of your work unit/division's manuals, procedures, and work samples or point out how they can be accessed for review.

EMPLOYEE'S FIRST WEEK

- Introduce employee to his/her policy group campus representative. Encourage employee to review his or her respective employee group policy manual.
- Make accommodations in the new employee's work schedule to attend any college-based new employee orientation that may be available, as well as the MCCD New Employee Orientation, required for all new employees.
<http://www.maricopa.edu/learn/programs/neo.html>
- Meet with the employee daily to monitor progress and answer questions.
- Review the employee's job description; discuss the specific duties and responsibilities of the position; discuss in detail the expectations of each other.
- Explain the probationary period outlined in the policy manual for the position.
- Set up a meeting with the new employee at the end of the first week. Revisit important issues and answer any questions he or she may have.
- Order specific supplies for employee (calendar, preferred work tools, etc.)

DURING EMPLOYEE'S FIRST MONTH

- Make sure employee attends the first available college-based new employee orientation, as well as the MCCD New Employee Orientation session, required for all new employees. <http://www.maricopa.edu/learn/programs/neo.html>
- If employee will be operating a vehicle owned, rented or borrowed by MCCC, make sure they complete the online training and submit to a Motor Vehicle Record (MVR) check. Go to <http://my.maricopa.edu/employees/index.php>, log in to HRMS, click on Learning & Development, and search for course number 001124 to view and enroll in desired session.
- All board approved employees including OSO, OYO, Specially Funded, and Skill Center employees are required to complete the annual disclosure forms upon start date. For more information, go to: <https://www.maricopa.edu/disclosure/>
- All full-time and part-time board approved employees including OSO, OYO, Specially Funded, and Skill Center employees are required to participate in the two online mandatory training courses (*Legal Issues: Public Sector Employment and MCCC Public Stewardship*) within their probationary period or one year (whichever is shorter) of their hire date and every three years thereafter. Employees are automatically enrolled within 30 days of hire date and can access the training using the following instructions:
 - Log into Blackboard using Internet Explorer or Firefox at <https://ecourses.maricopa.edu/webapps/login/>

- Employee will enter user name and password (*user name is their Enterprise ID and their password will be the same as their Maricopa email password*).

DURING EMPLOYEE'S FIRST MONTH (cont'd)

- Develop/review on-going learning plan for other district wide, college, or job specific training, e.g.,
 - Two-Year MCCCCD Professional Development Plan (recommended for all employees) http://www.maricopa.edu/eod/mcccd_prof_dev_plan.pdf
 - OSHA training specific to the employee's position
 - Supervisor development training, if applicable, http://www.maricopa.edu/eod/sup_core_learning_plan.pdf
 - College required training, and/or
 - Job specific training, such as job procedures and applicable timelines, MEMO, CFS, Time & Labor, etc.

- Develop an annual action plan or annual performance goals in preparation for the annual and end of probation Employee Development Evaluation tool.

- Meet regularly with the employee to monitor progress and answer questions.