COLUMBUS STATE
COMMUNITY COLLEGE

On and Beyond:
A Manager's Checklist for
Onboarding New and Transferring Employees

In order for newly hired and transferring employees to arrive and thrive, The Office of Employee Engagement and Belonging (EEB) has compiled this checklist to help managers ensure their new team member is prepared to make a successful start. To quickly reach full productivity, new employees must:

1) Be welcomed and effectively integrated into their team
2) Quickly and effectively learn their new job role
3) Access relevant resources, training and support
4) Learn organizational and department culture
5) Acquire a sense of self-efficacy in doing their job
6) Develop relationships with team-members and college colleagues

Completing this checklist will help employees achieve these goals.

It is useful to think about employee onboarding in terms of what must be done

- Before arrival,
- In the first days, and
- In the early weeks and months of employment.

There may be some details to add or subtract based on team need and job responsibilities, but the experience and outcomes should be consistent for all employees: each is welcomed, oriented to the College and team, and supported in acquiring the organizational relationships and knowledge to perform effectively.

Before First Day This list can be complete by a manager or designee for a new or transferring employee.		
#	**Task**	**Detail**
1	Arrange for set up of virtual office or work area. *(Please Note: In the event space modifications are necessary, contact the Facilities Planning Design & Construction Team, Rebecca Fields. They will assist you with estimates so you can secure the necessary funding.)*	☐Phone number • Physical phone equipment • Off Campus Phone Access ☐Computer Kit (Contact division IT designee) ☐IT Software Request form ☐ID Card (Contact Abubakr Farah) ☐ID card swipe access ☐Key request form ☐Office set-up ☐Office Supplies (Contact office's ordering designee)
2	☐Communicate first day expectations with employee. ***Essential Employee:*** ☐Include guidance on where to park. ☐Covid-19 Protocols ***Virtual Employee:*** ☐Provide a brief description of how they will spend their first few days i.e., work schedule, etc.	All employees are invited to orientation by The Office of Employee Engagement and Belonging (EEB). All employees must attend assigned orientation and new employee onboarding activities.
3	☐ Set up employee meetings with critical organizational clients and partners (if relevant). Add to new/transferring employee's calendar.	Name Date Location _____ _____ _____ _____ _____ _____
4	☐Create plan for employee's first week.	☐_____ ☐_____
5	☐Create "welcome packet." (Recommended)	☐Welcome Letter from Supervisor ☐Schedule for first week ☐Department/unit organization chart ☐Department/unit phone/email list ☐Mission/vision and guiding principles for department/unit or how department enacts college mission/vision/values ☐Campus Tour Information (for essential workers) ☐Covid-19 Protocols ☐Business Card Form

6	□Identify required and recommended training to confirm with employee. (Employees are advised of safety and Colleague requirements during orientation. Departments may have internal training).	□**NH Orientation:** Is held the first, third & fifth Mondays of every month via TEAMS by the **Office of Employee Engagement & Belonging (EEB)** □**The Office of Training and Development and People Analytics (OTDPA)** will enroll your new employee in the Workday Self Service and Time Keeping training sessions through cougar connect during their first week. □LinkedIn Learning □Microsoft Teams Training □Colleague & Safety Training (to be assigned by EEB) □Title IX Crest Training (pending update in Blackboard) □IT Training □More – Role Related

7	□Prepare current staff to integrate new/transferring employee.	□Communicate start date □Share bio or resume with team □Discuss plan to welcome and orient □Identify teammate peer buddy
#	**First Day(s)/First Week**	
8	□Orient essential employee to work area.	□Review Covid-19 protocols to come to campus □Printing □Mail □Restrooms □Break/lunch areas and vending □Police, Safety & Parking □Ordering office supplies and equipment (Contact office's ordering designee) □Recycling □Take them on a tour of the building □Elevators, stairs, and exits □How to open/close office (if appropriate) □Add profile photo □Update preferred name if applicable □_____
8a	□Orient virtual employee to accessing work resources.	□Printing □Add profile photo □Update preferred name if applicable □Mail pick up/mail services □Review Covid-19 protocols to come to campus □Ordering office supplies and equipment (Contact office's ordering designee) □_____
9	□Welcome employee to team.	□Update email distribution lists □_____
10	□ Review prepared "welcome packet."	See item #5

11	□Review relevant policies and procedures.	□Absence procedures □Work hour expectations □Academic Calendar □Unexpected Closures □Office procedures □Network drive/shared files (storage.cscc.edu) □Emergency Notification System □Security protocols and building hours □ IT Security policies and procedures □Timecard procedures (if appropriate) □Work area traditions/culture □Online resources for additional information □_____
12	□ Provide employee list of current team priority projects.	□ Integrate new/transferring employee to co-workers roles. □
13	□Review employee training plan.	□See training checklist in employee email from EEB □Attend Columbus State Speaks and Strengths for New Employees on the 4th Tuesday of every month. Team invitation will come from the EEB team. □Participate in the STAY conversations (see below)
14	□Discuss performance expectations.	□Discuss department work in relation to college mission, vision and values □Discuss key responsibilities □Discuss core competencies □Discuss individual and team goals
15	□Maintain frequent check-in opportunities.	□Touch base with employee each day to answer questions. □Touch base with employee teammate peer buddy.
16	□Create first assignment.	□ Achievable task to facilitate learning, meeting people and gaining confidence in new role.

Within 30 days

□Continue to widen the circle of introductions with co-workers/stakeholders, if needed (item #3).

□Regularly check-in with employee (and employee teammate peer buddy) to ensure they have needed information and resources.

□Evaluate the progress of integrating new/transferring employee into the work team.
(This can be done through team building activities, partnering with or shadowing co-workers, team planning meeting or other activity that involves team interaction).

□Review progress on training plan (items #6 & #13).

□Check-in regarding individual and team expectations (item #14).

30 days and beyond

The Stay Conversations are informal conversations with new employees during their first year at Columbus State Community College (CSCC) at designated intervals (30, 60, 90-day, 6 month and Annual). They are designed to enhance the employee experience, to ensure that the employee is engaged and have the feeling of inclusiveness.

The Employee Engagement and Belonging Team (EEB) offers resources, coaching and enhance the feeling of belonging by making the new employee aware of different groups to get involved with, professional development opportunities, recognition opportunities and to get the pulse of how the employee is feeling in their new position.

Overall, we maintain the connection between orientation and the employees' first year of experience to counter any issues, get the employee perspective of CSCC and their department. Finally, we make sure that the employee is engaged and feel that they belong by being heard and valued.

- 30 - Day Stay Conversation
- 60 - Day Stay Conversation
- 90 - Day Stay Conversation
- 6 - month Stay Conversation
- 1 - year Stay Conversation