



# Supervisor of New Employee



## Before the New Employee Starts

- Complete MCCC Onboarding Program Overview online training for Managers
- Send new employee an official Welcome Letter
  - Start date, time, physical location, and who will be meeting them
  - Parking instructions
  - Agenda of their first day
  - New Employee Orientation information (if applicable)
- Set-Up their Physical Space
  - Computer and telephone
  - Employee ID Badge and badge access
  - Desk, supplies, and keys
- Set-Up their Virtual Space
  - Account access, MEID, passwords, work email
  - Shared network drives (Google, printer, scanners, etc.)
- Be prepared to discuss items for upcoming employee check-ins
  - Performance expectations
  - Job duties
  - Performance objectives and professional development goals
  - On-the-job training and/or job shadowing
- Inform staff and/or college of the new employee's arrival
  - Notify mailroom



## First Week Activities

- Welcome the new employee and introduce them to coworkers
  - Walk your new employee through their physical and virtual space
  - Conduct a tour of key areas and provide emergency exit information (applies to in-person)
- Schedule 30 minute debrief meeting each day on the employee's calendar
  - Ask new employee about their experience and any takeaways they may want to share
  - Discuss cadence of regular supervisor check-ins and expectations for check-ins
  - Discuss job expectations for the employees new role
  - Guide your employee [performance objectives and professional development goals](#)
  - Share how the role is connected to the department and overall organization
  - Encourage your employee to complete the emailed onboarding surveys  
First week, 30/60/90 days, 6 months, 1 year
- Provide employee support for various training topics
  - Remind new employee of [mandatory training and disclosures](#)
  - Detail how to access appropriate tools, folders, systems, tickets, and resources
  - Ensure new employees knows how to enter time and submit absences in HCM
  - Discuss the importance of [finding](#) and [understanding](#) your paycheck
  - Cover the [personal device usage](#) guidelines with your employee
  - Include any on-the-job training or job shadowing
- Review [college](#) and [district](#) Vision, Mission, Values, and Strategic Plan
- Discuss [workplace injuries](#) and the use of TriageNow
- Set new [employee's schedule](#) in HCM



## 30-Day Check-In

- Schedule check-in meeting with the new employee to provide support
- Establish employee performance and development goals
- Ensure employee has completed mandatory training and acknowledgements
- Continue on-the-job training and any job shadowing
- Review department, division, and college procedures
- Provide the employee notice that the 30-day survey will be sent



## 60-Day Check-In

- Schedule check-in meeting with the employee to provide support
- Continue on-the-job training and any job shadowing
- Provide the employee notice that the 60-day survey will be sent



## 90-Day Check-In

- Schedule a meeting with the new employee to ensure they have the tools and support needed
- Review performance and development goals and discuss progress
- Provide the employee notice that the 90-day survey will be sent



## 6 month Check-In

- Schedule a meeting with the new employee to discuss performance and ways to provide support
- Review performance and development goals
- Provide the employee notice that the six-month survey will be sent



## One Year Check-In

- Meet with employee to review their first year and their performance and development goals
- Provide the employee notice that the one-year survey will be sent
- Celebrate their one-year anniversary; keep in mind employee's recognition preferences