

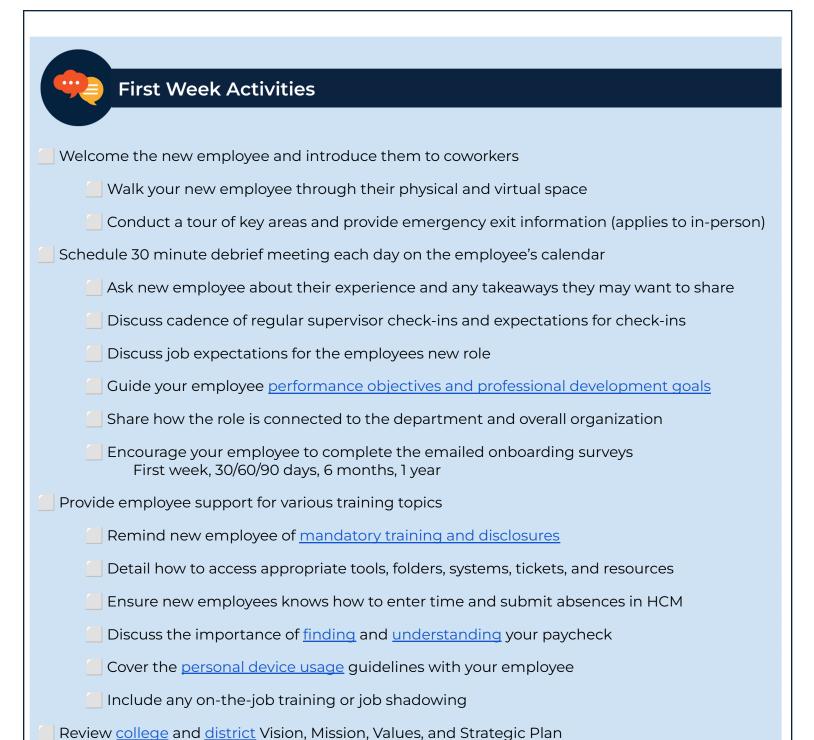
# Supervisor of New Employee



Notify mailroom

## Before the New Employee Starts

Complete MCCCD 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



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