



Road Map to the First Day (For Managers Use)

FIRST DAY

Confirm employee has received HR New Employee e-mail with links and forms relevant to employment
Confirm On-Boarding – New Employee Orientation has been scheduled with HR

POLICIES

Review key policies and have employee sign Policy Acknowledgment form found in the new hire packet.

ADMINISTRATIVE PROCEDURES

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|--|--------------------------------|-------------------------|
| Review general administrative procedures | • Office/desk/work station | • Telephones |
| | • Keys | • Building access cards |
| | • Mail (incoming and outgoing) | • Conference rooms |
| | • Business cards | • Picture ID badges |

INTRODUCTIONS AND TOURS

Give introductions to department staff and key personnel during tour

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|------------------------------|--------------|------------------|
| Tour of facility, including: | • Restrooms | • Bulletin board |
| | • Mail rooms | • Parking |

POSITION INFORMATION

- Introductions to team
- Review initial job assignments and training plans
- Review job description and performance expectations and standards
- Calendar 3 and 5 month Performance Evaluations
- Review job schedule and hours
- Review Off Duty / Off Pay (if applicable)
- Review payroll deadlines, pay claims (if applicable)

COMPUTERS

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| Hardware and software reviews, including: | • Email Account Established | • District/College Website |
| | • Staff Net | • Colleague/Ellucian |