



GWC ORIENTATION CHECKLIST

Welcoming new employees warmly and providing a supportive environment during their initial days leaves a lasting impression. A strong, interactive orientation is an important first step in empowering employees to do their best work and be successful in their new role.

The greatest impact in the orientation process comes from you and the new employee's coworkers. As the hiring manager, 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 GWC and the District as a whole.

Please utilize and tailor this checklist to best meet the needs of your division and to ensure a vibrant, interactive, and comprehensive orientation program for your new employee.

TIME SENSITIVE **IMPORTANT INFORMATION/ WARNING**

THE OFFER HAS BEEN ACCEPTED	
<input type="checkbox"/> Check in with new hire.	<p>College HR will email the new hire instructions on how to activate their Neogov Onboarding account.</p> <p>As the hiring manager, you will receive an email notifying you that onboarding documents have been sent. You can view their onboarding progress by clicking their name under direct reports in your Neogov portal.</p> <p> Please ensure that the new hire activates their account. Onboarding Activation links expire after 24 hours.</p> <p>If your new hire has trouble activating their account, or needs a new activation link, contact Bre Ritter at britter1@gwc.cccd.edu</p> <p>Approximately 1 week after the offer is accepted, check in with the new employee and encourage them to complete their onboarding in a timely manner and to schedule their onboarding appointment with Employment Services. For appointments email: employmentservices@ccd.edu</p> <p> New hire must be cleared by Employment Services before we can generate Employee ID#. E# is required for system access request.</p>
<input type="checkbox"/> Check on Epaf Status	<p>Once the new hire has completed all their onboarding requirements, Employment Services will email you their C#. This C# is used to generate the new hire Epaf.</p> <p><i>Epaf's are submitted by the following groups:</i></p> <ul style="list-style-type: none"> • College HR - Educational Administrators, Classified Managers, Full time Faculty, Full time and Part time permanent Classified positions. • Division Office – Part time Faculty, Short term temporary, Substitutes, and Professional Experts positions. <p> Please review and approve the Epaf as soon as possible for timely processing. This Epaf creates the Employee ID#.</p>



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THE OFFER HAS BEEN ACCEPTED (CONTINUED)

<input type="checkbox"/> Calendar Time	<p>On your calendar, set aside time for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 to 2 hours to welcome and orient the new hire on their first day. <input type="checkbox"/> 30 minutes at the end of their first day for a debrief meeting. <input type="checkbox"/> For contracted employees, schedule initial progress review sessions and notate probation period end date, performance checkpoints, training, and orientation dates.
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1 WEEK BEFORE EMPLOYEE START DATE

<input type="checkbox"/> Inform Department	Let the department and position partners know of the new employee's arrival and start date.
<input type="checkbox"/> Request System Access	<p>Consider what systems this position will need access to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Banner Request Form – complete and email to Banner site Coordinator, Jennifer Ortberg. <input type="checkbox"/> What other departmental systems does this position use? <p>⚠ E# is required for most system request so follow up on Epaf status if you do not have new hire E#.</p>
<input type="checkbox"/> Email & Phone Set up	<p>Email - You will receive an email from IT with the new hire's username, email, and initial password. Have this available for the new employee on their first day.</p> <p>Phone – Submit a request to the IT Service Desk for assistance setting up Ring Central account.</p>
<input type="checkbox"/> Building Access Card & Keys	<p>Building Access Card – Email public safety with the following information: Photo/ headshot of employee, E#, and all rooms the employee will need key card access to.</p> <p>Physical Keys – Complete Key Request Form and email to public safety. E# needed.</p>
<input type="checkbox"/> Prepare Workstation	Prepare employee's workstation and stock with basic supplies. If cleaning is needed, you can submit an M&O Service Request .
<input type="checkbox"/> Review Job Description	Review and/or develop job expectations for the position. Have an up-to-date job description and/or a list of duties and responsibilities available.
<input type="checkbox"/> Develop Training Plan	Plan out training for the employee's first 3 days. If another employee will do the training, discuss it with them in advance.

3 DAYS BEFORE EMPLOYEE START DATE

<input type="checkbox"/> Send Welcome Email to New Hire	Provide a welcome email to the employee confirming their first day, time, parking, building/ office location, recommended attire, and check-in instructions.
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EMPLOYEE'S FIRST DAY	
<input type="checkbox"/> Greet & Welcome	<p>Schedule plenty of time to meet with your new employee. If you must be away, appoint someone to act on your behalf.</p>
<input type="checkbox"/> Department Tour	<ul style="list-style-type: none"> <input type="checkbox"/> Show the employee to their workstation. Provide desk/door keys. <input type="checkbox"/> Provide the employee with a secure place to store personal belongings. <input type="checkbox"/> Parking Permit – Using their employee email, have the new hire submit parking permit information. <input type="checkbox"/> Begin to introduce the employee to appropriate department and college staff. This may include contacts in other departments. Provide a list of contacts with job titles and phone numbers. <input type="checkbox"/> Conduct a quick tour pointing out departmental bulletin boards, mail drop points, meeting rooms, copy and scanning area, lunchroom, cafeteria, and any other locations pertinent to your employee. <input type="checkbox"/> Be sure to point out restrooms, break areas, where to get drinking water, coffee area, stairwells, emergency exits, and first aid supplies.
<input type="checkbox"/> Discuss College Processes & Procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Provide training on emergency procedures & department safety specifics: exit maps, panic buttons, blue emergency phones, evacuation plans, etc. <input type="checkbox"/> Review paid holidays and the Academic Calendar. <input type="checkbox"/> Explain the policy for requesting vacation, outlining the college's/department's peak times that vacation requests may not be approved (except for emergencies), e.g., rollover, registration, or other similar events. <input type="checkbox"/> Explain the procedure for reporting absences or tardiness, including who and when to contact. <input type="checkbox"/> Explain when the employee will receive their first paycheck and for how many days they will be paid. Provide a copy of the Payroll Calendar available in the Payroll Guide. <input type="checkbox"/> Provide link to Employee Information System to access paystubs.
<input type="checkbox"/> Discuss Position Expectations & Training Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Give the employee an overview of their work unit or division, explaining who does what, how it affects GWC and the District, and what part the employee will play. Organizational Chart <input type="checkbox"/> Review job description or primary job duties and discuss plan for training. <input type="checkbox"/> 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. <input type="checkbox"/> Briefly overview Evaluation procedures and explain probationary period for the position. <input type="checkbox"/> Explain work hours, overtime policy, telecommuting policy, the smoking policy, and lunch and break times. Recommend favorite restaurants nearby. <input type="checkbox"/> Explain guidelines for appropriate attire and "casual day" if applicable.



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EMPLOYEE'S FIRST DAY (CONTINUED)	
<input type="checkbox"/> Discuss Position Expectations & Training Plan	<input type="checkbox"/> 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.
<input type="checkbox"/> End of day Check in.	At the end of the day, meet with the new employee and answer any questions they may have. Review training plan for the next few days.

EMPLOYEE'S FIRST WEEK	
<input type="checkbox"/> Campus Senate or Association	Introduce employee to their respective campus Senate representative(s).
<input type="checkbox"/> Union Agreements	Advise the employee of where they can locate their respective Union Agreement and how to contact their Union representatives.
<input type="checkbox"/> Daily Check-ins	<input type="checkbox"/> Meet with the employee daily to monitor progress and answer questions. <input type="checkbox"/> Continue to review the employee's job description; discuss the specific duties and responsibilities of the position; discuss in detail the expectations of each other. <input type="checkbox"/> Set up a meeting with the new employee at the end of the first week. Revisit important issues and answer any questions they may have.
<input type="checkbox"/> Order Supplies	<input type="checkbox"/> Order specific supplies for the employee (calendar, preferred work tools, etc.)

DURING EMPLOYEE'S FIRST MONTH	
<input type="checkbox"/> Evaluations & On-going training	<input type="checkbox"/> Develop an annual action plan or annual performance goals in preparation for the annual and end-of-probation evaluation tool. <input type="checkbox"/> Meet regularly with the employee to monitor progress on the training plan, answer questions, and adjust as necessary.
<input type="checkbox"/> New Employee Orientation & Golden Greetings	<input type="checkbox"/> Ensure the employee attends the Golden Greetings event and New Employee Orientation. <input type="checkbox"/> Continue team building activities to strengthen relationships.

**If you have questions or need support, please feel free to contact us.
 Thank you for creating a great introduction to GWC! 😊**