

Hiring Manager / Onboarding Lead Action List

Before the Employee's First Day

Welcoming the new employee begins as soon as they accept the job!

Work Schedule and Job Duties

- Contact the employee and confirm the following (we recommend providing these in writing):
 - Your contact information
 - When and where to meet on the first day
 - [Required documents](#) to bring for employee verification (PSEC contact: [People, Data & Systems team](#))
 - [Parking and Transportation information](#)
 - If you will be providing a temporary daily pass on the first day, be sure to communicate this
 - Any dress expectations (i.e. safety gear etc.)
 - Include if you will be providing lunch on the employee's first day
 - Provide a schedule of the employee's first day and/or week
 - [Procedure for requesting accommodations under the ADA](#) (PSEC contact: [Senior ADA & Accessibility Partner](#))
 - If the employee is relocating, discuss relocation support if applicable
 - Include a link to the [Preparing for Your First Day website](#)
- Add the employee to relevant staff meetings (be sure to contact the event organizer if it's not you i.e. All Managers Meetings) and any non-Banner generated [Google Groups](#). [Click here](#) to view Banner-generated Google Groups.
- Schedule the first day and week's activities. [See a sample first week schedule](#). [Click here](#) for a blank schedule template.
- If hiring a manager, refamiliarize yourself with the [Management and Confidential Employee Handbook](#)

Connecting and Culture

- Prepare your staff
 - Send an email out to the team introducing the new employee (include start date, what their job will be, and a brief employee bio)
 - If the new employee is a manager or executive, email the announcement to the college

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- Include all employee classification Google groups via bcc: ap@pcc.edu, classified@pcc.edu, confidential-staff@pcc.edu, ftfaculty@pcc.edu, managers@pcc.edu, ptfaculty@pcc.edu
- Include “**Do not reply all**”
- Ask the team for help welcoming the new employee (consider [a Group Greeting](#) or similar as a team welcome)
- If applicable, confirm that you will be working with a volunteer [Onboarding Ambassador](#) to help welcome the new employee
- Meet with the support personnel / team member(s) and walk through [the Support Personnel / Team Members Action List](#)
- If applicable, appoint and meet with the Onboarding Ambassador and review [Suggestions for the Onboarding Ambassador](#), [the Onboarding Ambassador Action List \(link\)](#), and the first week’s schedule. We’d love to help! Please let the [New Hire Experience Coordinator](#) know if you are using an Onboarding Ambassador. Bear in mind that conversations between the Ambassador and the new employee are intended to build a trusting relationship and to remain confidential
- Set up meetings with people whom the employee will work with regularly
- Set up intentional touch-point introduction meetings with other similar employee-types in your area or division (i.e. pair a coordinator to other coordinators, an admin to other admins etc.) so the employee has a chance to meet and connect with other employees in their role and build a network of support
- Stay in contact with the new employee. For example, if the employee is a new faculty member hired in June, develop a cadence of communication between their June hire date and their Fall term start date

Work Space

(this action must be completed by a manager)

- If the new employee needs new equipment purchased (i.e. laptop, monitor, printer etc.), work with the support personnel / team members [and itbuy](#) (<mailto:itbuy@pcc.edu>)

Access and Technology

(these actions must be completed by a manager)

- Submit requests needed for the new employee to access online tools if applicable (i.e. Banner, Argos, H Drive, etc.). Login to MyPCC, click on the employee tab, and click the ‘Visit

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the manager's page' link. Select the necessary authorization requests to submit the ticket to IT. Contact IT Service Desk for assistance at 971-722-4400 or <mailto:servicedesk@pcc.edu>

- Approve any requests submitted by the support personnel / team members for access badge or keys if applicable

First Day and Week

Onboarding goes far beyond training.

Connecting and Culture

- Greet the new employee at the agreed time and place
- Connect the new employee to the [Onboarding Ambassador](#)
- Facilitate a meet-and-greet with the team. Use this time to share some details about the team to integrate the new employee further into the team culture, such as who's been there the longest and who's the most recent hire etc.
- Arrange for socialization / relationship-building time with the team
- Take the new employee out for lunch or coffee
- Communicate any upcoming college events (i.e. In-Service, Retreats, etc.)
- Set up a check-in at the end of Week 1 to review how the first week went and listen to any questions

People Strategy, Equity and Culture

- Provide the [I-9 form / the list of acceptable documents, and remaining hiring paperwork](#) to the employee (PSEC contact: [People, Data & Systems team](#))
- Complete the I-9 form Section 2 and submit all required hiring paperwork to HRIS-group@pcc.edu no later than the employee's **third day of employment**

Training and Development

- Determine the new employee's training needs
- Assign or request department or role-specific training ([click here](#) for department-based training; [click here](#) for manager resources on MyCareer@PCC)

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- If still needed, assign or request systems/access specific training if applicable in the Manager Portal of the Employee tab in MyPCC. Login to MyPCC, click on the employee tab, and click the 'Visit the manager's page' link. Select the necessary authorization requests to submit the ticket to IT. Contact IT Service Desk for assistance at 971-722-4400 or <mailto:servicedesk@pcc.edu>
- Review and complete the [New Employee Safety Training checklist \[PDF\]](#) with the new employee. Ensure the employee understands their safety responsibilities. Assign any required safety trainings to the employee. For assistance, contact the department of [Environmental Health and Safety \[PDF\]](#).

Job Duties and Expectations

- Review the Welcome Packet (see the [Support Personnel / Team Members' 'Before First Day' Action List](#)) and take time to discuss the following:
 - The new employee's work schedule
 - The first day and week's schedule
 - The [New Hire Checklist](#)
 - The department overview, organization chart, and where the employee fits in, highlighting the department's mission, core values, and goals
- Review work expectations and the following:
 - The employee's position description, highlighting key duties and relationships
 - Any trainings assigned to the employee
 - Discuss the Onboarding Course in MyCareer@PCC and that the due date for completion is 60 days from their start date (PSEC contact: [Culture, Transformation & Development](#) team)
 - If the employee is benefits-eligible, explain that they will need to complete the Benefits Orientation included in the Onboarding Course and enroll in their selected benefits (PSEC contact: [Benefits team](#))
 - Any upcoming projects
 - The [performance assessment process/cycle](#). Confirm the employee understands the probationary period that applies to their classification. (PSEC contact: [your People Partner](#))
 - Process for requesting sick leave/vacation time
 - Process for team meetings, inter-team communication protocols, calendaring, equity and DEI protocols, and customer service expectations
- Review where they can locate their [contract or handbook](#)
 - Review policies regarding lunch and break periods if applicable
- Inform the employee [who their People Partner is](#), and what sort of services they provide. Offer to help them set up an introductory meeting with their People Partner

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- Share information about the college:
 - Discuss the [Strategic Plan](#)
 - Explain how your department supports college initiatives
- Review college systems, procedures and resources including:
 - MyPCC
 - The Intranet
 - PCC Spaces
 - MyCareer@PCC
- Assign the employee a project or assignment or training/shadowing that pertains to their role and job duties
- Follow up on the employee's progress with the Onboarding course and any other required training
- *If your new employee's work modality is remote, please have them complete the [Remote Access Request and Confidentiality Agreement](#) on their first day.

First Month

Welcoming and fostering a newcomer extends well beyond the first week!

Training and Development

- Schedule regular, recurring check-ins with the new employee to provide continuous support and address any concerns
- Monitor the employee's completion of the online Onboarding course (PSEC contact: New Hire Experience Coordinator)
- Lay out specific training or development courses that align with the job description and future growth within the organization
- Provide Diversity, Equity and Inclusion training to foster an inclusive workplace. Check out our [Diversity, Equity, and Inclusion LinkedIn Learning menu](#)
- Ensure the employee is completing required training as scheduled

Performance Assessment

- Walk the employee through the [performance assessment process and cycle](#) in detail. (PSEC contact: [your People Partner](#)).



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- Guide the employee through the [goal setting process](#)

Connecting and Culture

- Encourage and support the employee in participating in college events to further their integration into PCC culture (i.e. events, meetings (EAC/Board etc.)
- Get to know the employee. Consider asking about their professional goals, both long-term and short-term, their workstyle, what motivates them, how they prefer to be recognized etc.
- Share relevant details about yourself including your management philosophy and communication style

First 90 Days

Cultivating a sense of belonging takes time and effort.

Training and Development

- Conduct a 90-day progress check-in to:
 - gather their feedback on the onboarding process
 - help them with any problem areas
- Encourage [professional development](#) (i.e. conference grants, LinkedIn Learning etc.). For more information, visit the [Culture Transformation and Development website](#)

First Year

Building relationships and fostering growth doesn't happen quickly.

Connecting and Culture

- Celebrate the employee's one-year milestone

Training and Development

- Re-evaluate the employee's professional goals and projections
- Discuss development and growth opportunities

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Data Collection

- Ask the new employee for their feedback on their onboarding experience over their first year with the team. Ask them how their experience could be improved. Please feel free to share any information or suggestions with the [New Hire Experience Coordinator](#).
- Ask them if they'd like to get involved in welcoming future colleagues (i.e. serving as an [Onboarding Ambassador](#))

