

Central Oregon Community College Onboarding

New Employee Checklist for Supervisors

Department Name: _____

Direct Supervisor: _____

Employee Name: _____ Position: _____

Start Date: _____ Office location: _____

Prior to new hire start date, Human Resources will:

- ___ Enter employee information into Banner and create COCC id number
- ___ Send Welcome Letter to employee with pertinent information
- ___ Prepare Board Resolution (if applicable)
- ___ Prepare Contract (if applicable)
- ___ Submit Helpdesk ticket to ITS to set up network/email/telephone and directory entry
- ___ New Employee Orientation w/Human Resources (first week)
- ___ Process New Hire paperwork (I9/payroll etc.) at NEO

Prior to new employee beginning, Supervisor will:

- ___ Request Office Space and Furniture
- ___ Helpdesk ticket to IT requesting new computer be ordered (paid for out of dept. funds) or existing computer be updated
- ___ Submit request for keys to campus services
- ___ Submit Banner Forum ticket for Native Banner Access
- ___ Submit Helpdesk ticket to ITS for any special Outlook or N:Drive folders needed (this is not part of the HR set up)
- ___ Request any other pertinent access from the appropriate college personnel (see reverse)
- ___ Schedule needed trainings

Employee's First Week(s)

- ___ Introduce to work group
- ___ Tour department and important areas (break room, restrooms, coat area etc.)
- ___ Post notice on Commlines welcoming new employee
- ___ Review department purpose
- ___ Review department Organizational Chart
- ___ Departmental Procedures:
 - ___ Leave procedures
 - ___ Overtime authorization
 - ___ Time sheets (if needed)
 - ___ Work space
 - ___ Work hours, mealtime, breaks
 - ___ Equipment
- ___ Review Job Description
- ___ Review Confidentiality Statement
- ___ Review Performance Expectations
- ___ Review Safety/Emergency Exits/Emergency Notification

- ___ History, Mission, Vision, Core Themes
- ___ Resources to gain College Information
- ___ Tour College campus
- ___ Schedule time to meet with key people on campus
- ___ Review reporting injuries
- ___ Driving Permission Form
- ___ Order door signs/plaques

Training:

- ___ Computer login(s)
- ___ Telephone/voicemail
- ___ Bobcat Web Account
- ___ Outlook/Public Folders
- ___ Purchasing Procedures/Check Requests
- ___ Copier
- ___ Online Sexual Harassment/Title IX and/or Safety training as mentioned in NEO
- ___ FERPA, HIPAA, Acceptable Use of Technology

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<u>TYPE OF ACCOUNT NEEDED:</u>	<u>RESPONSIBLE PARTY TO CONTACT:</u>
Network Login	ITS Helpdesk submitted by Human Resources
Email	ITS Helpdesk submitted by Human Resources
Native Banner	Banner Helpdesk submitted by supervisor
Native Banner through Remote Desktop	Banner Helpdesk submitted by supervisor
Lenel	Email to Campus Public Safety
WebViewer	Email to VPI Administrative Assistant
R25	Email to VPI Administrative Assistant
R25 Reports	ITS Helpdesk ticket submitted by supervisor
Website Editor	Email to College Relations
Grad Tracks	Banner Helpdesk to DegreeWorks forum
SARS	Email to CAP (Stephanie Clark)
ALMA	Email to Michele DeSilva
Argos	Banner Helpdesk Ticket submitted by supervisor
Accuplacer	Email to Placement Test Coordinator
Helpdesk Accounts	ITS Helpdesk ticket submitted by Human Resources
Blackboard	ITS Helpdesk ticket submitted by Human Resources
Additional Outlook Public Folders; N:Drive access	ITS Helpdesk ticket submitted by supervisor
Outlook Public Folders	ITS Helpdesk ticket submitted by Human Resources
Copier Account	Email to Bookstore Director (Lori Willis)

Supervisors: Please submit a signed copy of this checklist with the employee's 6-month evaluation, indicating the items on the checklist have been completed.

Supervisor Signature

Employee Signature

Updated 7/2015

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