MC MONTGOMERY COLLEGE

Hiring Manager Checklist
Engaging/Onboarding A New Employee

As a new employee's manager, you play a vital role in the success of your new employee. An employee's first experience when starting a new job makes a lasting impression. A beneficial interactive orientation and onboarding experience is an important first step in developing engagement, commitment, and cooperation with your new employee. Workday facilitates several tasks during the first few days in the college including introducing information about our culture, payroll, and our benefits. Your new hire will have access to an onboarding dashboard for the first 30 days of their employment to have visibility of progress for their new hire tasks.

The orientation program, *Welcome to MC – Start* **SMART**. A one-day format on the **Monday** of their hire, from 8:30 a.m. concluding at 4:00 p.m. followed by a virtual morning format on the following **Thursday** from 9:00 a.m. to 12:00 p.m. The employee will receive an email informing them of their orientation dates. Orientation attendance is <u>required</u>. Your new employee should report to you on their scheduled workday, usually the next day following orientation.

The HRSTM orientation provides the College's history, organizational structure, workforce and student demographics, benefits, time off and leave programs, overview of data security, payroll, and additional basic information introduced to new hires to get them started at the college.

Onboarding is a longer, collaborative process for new employees. Onboarding takes place before and after the employee's first day on the job and involves a series of actions and activities. The onboarding process will make the new employee happy with their decision to join the college, and will incentivize them to do their best. In your role as manager you develop, coach and mentor your new employee. It should turn a great hire into a great employee.

FIRST IMPRESSIONS

First impressions are important! Therefore, we need to ensure we communicate effectively before the start date to convey a positive and engaging introduction to the Montgomery College community.

HRSTM performs a variety of activities to ensure your new hire is ready and prepared for their first day and equipped with the basic information to begin employment with Montgomery College.

The checklist below outlines a summary of tasks prepared to assist and provide you guidance in the many details of an effective onboarding experience. There may be additional items you may need to include that are more specific to your department/division. Our objective is to ensure we provide a new employee a welcoming, inclusive, engaging, and supportive start at MC.

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PRE-ARRIVAL CHECKLIST – for New Employee

Below is a list of tasks that your new hire will receive in Workday prior to their start date (Pre-Hire) and on their start date (Hire Date). Depending on your department, the new hire may also receive specific tasks not listed here.

It is critical that your new employee completes all the tasks in Workday prior to their start date. A delay in completing tasks in Workday prior to their start date, prevents an employee's access to technology, resources, and obtaining a College ID badge.

Pre-Hire:	Post-Hire:
Signed Offer Letter	New Hire Compliance Forms
Submit proof of vaccination https://info.montgomerycollege.edu/offices/human-resources/report-covid-19-vaccination-status.html	New Hire Benefits Related Notices
Authorization for Deduction from Pay	Benefit Enrollment *(if eligible)*
503 Self-ID Form	Facebook Photo
Social Security Number	
Home Contact Information	
Personal Information	
Legal Name	
Form I-9: Section 1	
Form I-9: Section 2 (in-person); schedule an appointment by calling 240-567-5353	
Federal Withholding Election	
State and Local Withholding Election	
Payment Election *(direct deposit)*	
Emergency Contacts	
Acknowledgement of Receipt of MC College Policies and Procedures	

PRE and POST-ARRIVAL CHECKLIST from Strategic Talent Management & Organizational Development

1	☐	Documents new employee needs to review: • Policies and Procedures – Chapter 3 • Academic Calendar • Civility Norms • Ethical Expectations • Ethics Point • FY23 Pay Schedule

		• [MC Acronym Guide](#) • [Roadmap for Employees to Address Concerns](#)
2	☐	Email with information about Welcome to MC Start SMART program

PRE-ARRIVAL CHECKLIST – for Manager/Supervisor

		Have technology and resources ready first day
1	☐	Respond to IT Survey from Asset Management of technology need or use the IT Asset Request Forms link below. **IT Asset Request Forms** • computer hardware • software • phone • system access
2	☐	Identify workspace
3	☐	Furnish workspace (desk, chair, files, etc.)
4	☐	Stock workspace with supplies
5	☐	Contact Campus Locksmith to obtain keys to office, building, etc.
		Department Communication of New Employee
5	☐	Inform team of new employee and their start date
6	☐	Plan welcome events
7	☐	Encourage employees to set time aside to schedule lunches or one-on-one chats/meetings with new employee
8	☐	Identify a team member (Onboarding Buddy) to assist with new employee's onboarding (1st six-months or longer) • Onboarding Buddy to help answer questions • Provide guidance with office protocols, etc. • Provide office, building, campus tours, etc. • Onboarding Buddy to schedule meetings with new employee
		Communication with New Employee
9	☐	Email or call new employee to welcome them and confirm start time, location, etc. of their first day after attending orientation
10	☐	Send a Welcome email
11	☐	Confirm time/date of first meeting • where to report

		• provide map, directions, if needed
12	☐	Answer questions from new employee
13	☐	Provide itinerary of first day, week tasks, events, activities

START SMART - First Day

New employee starts their first day at HRSTM Welcome to MC – Start SMART orientation on Monday with a follow-up virtual morning orientation the following Thursday.

After orientation, the employee's first day with you, should focus on acquainting the employee to his or her new environment. Make their first days at MC a compelling and valuable experience.

Objective: Providing a welcoming and comfortable first week experience for the new employee.

		Arrival - First Day in Department
1	☐	Welcome
2	☐	Introduction of new employee to staff/team

3	☐	Give tour of office, building, and campus (by Onboarding Buddy, if identified)
		• Workspace
		• Restrooms
		• Break/lunchroom/area
		• Kitchen
		• Mail room
		• Copy room, etc.
		• Provide keys to office, building, etc. or provide information on how to obtain
		    o Place Locksmith request to activate ID Badge as a swipe card access to office, building, etc., if applicable
		• College ID badge (obtain during orientation)
		    o Follow-up with CT Public Safety if badge was not issued

4	☐	First Meeting
		• Review
		    o Dress Code, if applicable
		    o Work hours
		    o Shared Workspace, if applicable
		    o College hybrid work environment
		        ▪ Employee Resources: Returning to Campus
		    o Attendance
		    o Visit Workday Training page for job aid on how to:

		▪ Enter Time

- ▪ Enter Time
- ▪ Absence/Time Off/Leave
  - o View Workday-Learning on how to:
    - ▪ Enter Time
    - ▪ Absence/Time Off/Leave
  - o Time reporting and submission internal deadline
  - o Whom to notify when unable to report to work
  - o Workplace safety and security (emergency preparedness)
  - o Inclement weather policy
  - o Office protocol, resources (documents, files, etc.), and/or policies/practices
  - o Calendars and how it impacts work – academic, fiscal, calendar year
  - o Policies and Procedures (Chapter 3)
  - o Acceptable Use Policy (technology)
  - o Position description
- Communication during hybrid work environment (phone, email, text, etc.)
- Remind them to sign-up for 2FA and MC Alert

START SMART - First Week

1	☐	Introduction to key personnel, including director, and/or other leadership
2	☐	College mission, vision, values, goals, and structure
3	☐	Describe the department's structure and how strategies and goals relate to the College goals
4	☐	Explain the employee's relationship with other departments
5	☐	Provide employee with first week project/tasks
6	☐	Discuss goals during the probationary period
7	☐	Behavioral, ethical and cultural expectations in department/college
8	☐	Schedule weekly check-ins during the first month.
9	☐	Encourage employee to follow-up with HRSTM team with questions • Benefit elections/enrollment • Payroll • Update Emergency Contact in Workday and other employee personal details

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GETTING ACQUAINTED (FIRST 30, 60, 90 DAYS)

During the "getting acquainted" phase you will primarily focus on socializing the new employee to MC, assigning meaningful work, and provide training opportunities. During this period, the focus should include laying out a work plan for the first 6 months and one year by setting goals and expectations. Allow time for the new employee to settle in and be sure to check in frequently.

Objective: During this time, your new employee is learning the culture, MC and the department and getting to know you and the co-workers. Clarify tasks and expectations regularly, reinforce their learning by providing them time to ask questions and share new employee observations.

START SMART – First 30 Days

1	☐	Determine key internal and external team members to meet new employee and create a meeting schedule
2	☐	Share recurring department meeting schedule
3	☐	Share written materials/resources unique to the department e.g. shared files and folders
4	☐	Review job description and performance objectives for the first six-months with the new employee – set goals, and use job description • Enter agreed goals for the probation period into Workday • Manager or employee can enter goals into Workday o Goals entered by employee routes to manager for approval
5	☐	Review Collegewide Competencies

6	☐	Discuss required training; give instructions on how employee should enroll in the courses offered. If certain courses affect scheduling in department, discuss how to schedule training.
		
		• Collegewide Required Training
		    o Data Security!@MC – Annual review
		    o Code of Ethics and Employee Conduct
		    o Diversity, Equity, and Inclusion
		    o **Workday Training**
		        ▪ Workday Core Concepts (video available under General Training)
		        ▪ Workday Enter Time
		        ▪ Workday Request Absence/Time Off/Leave
		        ▪ Additional training based on role/job
		• Department specific training
		• Supervisor Orientation Program training, if applicable
		    o Available each March, June, and October

		o [Supervisor Toolkit – Information and Resources](#)
7	☐	Meet with employee at least 30 minutes per week, to find out: • how they are doing • is their work meaningful • are they getting the support they need • what they have learned and challenges that they face • what is their understanding of their job, perception of the College and how it operates • if they have any questions, or • if they have suggestions and ideas Use these meetings to get to know employee personally as well
8	☐	Give performance feedback early and often • Identify areas of strength and opportunity • Review the performance management process • Review how performance is measured

REQUIRED TRAINING FOR EMPLOYEES

Each fiscal year there are specific classes that are required for all or select employees. Log into [Workday – Learning](#) and click on "MC Required Training" for the current schedule. Departments may also have specific required classes and your supervisor will inform you of them. Those classes may be available in [Workday – Learning](#) or through an outside provider.

		For All Employees in All Divisions *All Staff (including temporary with benefits, department chairs, and administrators)*
1	☐	Data Security!@MC – Annual Review
	☐	Code of Ethics and Employee Conduct Training
	☐	Diversity, Equity, and Inclusion
	☐	Workday Core Concepts Training Revised 1/2022
	☐	Workday Enter Time
	☐	Workday Request Absence/Time Off/Leave
	☐	Workday Training Related to your role and responsibilities
2		**Employees in all divisions who come in contact with minors associated with any college program or activity that serves minors.**

	☐	Deadline: Within 12 months for new employees: • Child Abuse and Molestation Awareness and Prevention in Maryland (*online*)
3		**Training specific to a division**
	☐	Check with your supervisor for required training specifically for your division/department/unit
4		**New Supervisor**
	☐	• Supervisor Orientation Program (SOP) • March, June and October of each year. Supervisor Toolkit

START SMART – The Next 30 days (60 Days)

1	☐	Talent Administrator initiates Probation Review
		• Employee receives a Workday Inbox item for action with two tasks
		     o Individual Goals (Performance) and
		     o Professional Development Goals
		• Direct employee to Workday Training page for Probation Review job aid
		• Review manager Workday Training page for Manager Complete Probation Review job aid

2	☐	Ongoing check-in to: • To support new employee • Ensure employee understand how cascading goals are connected and how the employee's work impacts the college, and reinforce culture and values at MC. • Review performance standards, expectations o Performance Evaluation Ratings • Continue to review issues or challenges and identify ways to resolve • Continue to provide regular informal feedback

3	☐	Review Goals in Workday
		• Enter goals if not already entered
		• Are goals still relevant?
		     o Edit goals
		     o Remove goals
		     o Add new goals
		• Deadline for employee to submit probation review to manager

4	☐	Schedule check-ins for the next 90 days

5	☐	• Assess new employee's skills and performance • To support and help new employee with performance issue(s), contact HRIC
6	☐	• Is this the right person for the job? Are they the right fit? • Do they have the skills they "sold" you during the interview process? If things are not going well and are not working out, involve your HRIC to develop an improvement plan or to begin an exit strategy.

START SMART – Next 30 Days (90 Days)

1	☐	Ongoing check-in to: • To support new employee • Ensure employee understand how their work impacts the college, and reinforce culture and values at MC • Review performance standards, expectations • Check their status on completing training • Continue to review issues or challenges and identify ways to resolve ○ Follow-up if on a performance improvement plan • Continue to provide regular informal feedback • Check their status on probation review submittal

START SMART – Next 30 Days (120 Days)

1	☐	Work with HRIC if new employee is not successfully meeting performance improvement.
		• Employee and Labor Relations must be notified 30 days prior to the due date of the Probation Review to:
		    ○ Request extending probation review or
		    ○ Terminate employee
		• Follow instructions to extend probation review and determine next steps, Or
		• If a termination, determine next steps to replace the employee/recruit replacement

2	☐	On-going check-in with employee • Review performance and expectations • Do they have the support and resources to be successful? • Are performance goals still relevant? • Have they reviewed the Probation Review in Workday? • Are they ready to submit to you?

START SMART – Working Towards 180 Days

1	☐	Continue ongoing meetings and discussions
2	☐	Has employee submitted their probation review for you to complete the manager evaluation?
3	☐	Complete Probation Review and Submit

CONGRATULATIONS!

START SMART – The Next 180 Days

Your new employee successfully completed the probationary period. Onboarding and engagement continue. Map out the next 180 days to the annual performance review.

1	☐	Review position description • duties and responsibilities
2	☐	Discuss goals for the next review – annual review
3	☐	Review performance expectations
4	☐	Schedule 1-1 meetings
5	☐	Training • ELITE • External -workshops, conferences • Use of EAP funds, if available
6	☐	Review what support and resources are needed for employee's success • Professional development • Career at MC
7	☐	College memberships or committees • Participation in governance • Special projects