MONTGOMERY COLLEGE

Hiring Manager Checklist – Manage Smart
Engaging/Onboarding A New Employee

As a manager, you play a crucial role in your new employee's success. A positive first experience sets the tone for their engagement, commitment, and cooperation. Providing an interactive and supportive orientation and onboarding process is essential in fostering long-term success. Workday streamlines may key tasks during the first few days at the college, including introduction to our culture, payroll, and benefits. Additionally, new hires will have access to an onboarding dashboard for the first 30 days, allowing them to track their progress and complete essential tasks efficiently.

The *Welcome to MC – Start* **SMART** orientation program follows a two-day format. It begins with an in-person session on the **Monday** of their hire, from 8:30 a.m. to 3:00 p.m., followed by a virtual session **Thursday** morning from 9:00 a.m. to 12:00 p.m.

New employees will receive an email with their scheduled orientation dates, and attendance is <u>required</u>. Typically, they should report to you on their next scheduled workday, which is usually the day after orientation.

The HRSTM orientation covers essential information to help new hires get started at the College. It includes an overview of the College's history, organizational structure, workforce and student demographics, benefits, time off and leave programs, data security, payroll, and other key details. This session provides new employees with the foundational knowledge they need to succeed at the College.

Onboarding is a comprehensive, collaborative process that begins before a new employee's first day and continues well beyond. It involves a series of structured actions and activities designed to help them integrate smoothly into the College. A well-executed onboarding experience reinforces their decision to join and motivates them to perform at their best.

As a manager, you play a crucial role in this process by guiding, coaching and mentoring your new employee. Effective on boarding doesn't just welcome a great hire - it helps to shape them into a great employee.

FIRST IMPRESSIONS

First impressions matter! It's essential to communicate effectively before a new employee's start date to create a positive, welcoming, and engaging introduction to the Montgomery College community.

HRSTM performs a range of activities to ensure your new hire is fully prepared for their first day, equipped with the essential information, and ready to begin their journey with Montgomery College.

The checklist below provides a summary of key tasks designed to guide you through

the details of an effective onboarding experience. You may need to include additional items specific to your department/division. Our goal is to create a welcoming, inclusive, engaging, and supportive start for every new employee at MC.

PRE-ARRIVAL CHECKLIST – for New Employee

Below is a list of tasks your new hire will receive in Workday prior to their start date (Pre-Hire) and on their first day (Hire Date). Depending on your department, additional tasks may be assigned that are not listed here.

It is essential that your new employee completes all pre-hire tasks in Workday prior to their start date. Any delays in completion can impact their access to technology, resources, and the issuance of their College ID badge.

Pre-Hire:	Post-Hire:
Signed Offer Letter	New Hire Compliance Forms
Authorization for Deduction from Pay	New Hire Benefits Related Notices
503 Self-ID Form	Benefit Enrollment *(if eligible)*
Social Security Number	Parking Registration
Home Contact Information	Claim MyMC Account
Personal Information	2FA Enrollment
Legal Name	MC Alert Enrollment
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

MC MONTGOMERY COLLEGE

1	☐	Documents new employee needs to review • [Policies and Procedures](#) – Chapter 3 • [Academic Calendar](#) • [Civility Norms](#) • [Ethical Expectations](#) • [Ethics Point](#) • [FY25 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	☐	Complete IT Resources Forms using a link below. **IT Asset Request Forms** • Software/Hardware ☐ Software ☐ hardware • Account Access Requests • Miscellaneous ☐ phone
2	☐	Identify workspace
3	☐	Furnish workspace (desk, chair, files, etc.)
4	☐	Stock workspace with supplies
5	☐	Contact [Campus Facilities](#) – To request keys and access cards 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

MANAGE 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 with 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
		   ○ Place Locksmith request to activate ID Badge as a swipe card access to office, building, etc., if applicable
		• College ID badge (obtain during orientation)
		   ○ Follow-up with CT Public Safety if badge was not issued

4	☐	First Meeting
		• Review
		   ○ Dress Code/Uniform, if applicable
		   ○ Work hours
		   ○ Shared Workspace, if applicable
		   ○ College hybrid work environment
		      ▪ Visit Flexible Work Arrangements for information
		      ▪ Employee Resources: Returning to Campus
		   ○ Attendance
		   ○ Visit Workday Training page for job aid on how to:
		      ▪ Enter Time
		      ▪ Absence/Time Off/Leave

		○ Time reporting and internal deadline timesheet submission ○ Whom to notify when unable to report to work ○ Workplace safety and security (emergency preparedness) ○ Closures and Delays – Operational Status ○ Office protocol, resources (documents, files, etc.), and/or policies/practices ○ Calendars and how it impacts work – academic, fiscal, calendar year ○ Policies and Procedures (Chapter 3) ○ Acceptable Use Policy (technology) ○ Job Profile • Communication during hybrid work environment (phone, email, text, etc.) • Remind them to sign-up for 2FA and MC Alert

MANAGE SMART - First Week

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

GETTING ACQUAINTED (FIRST 30, 60, 90 DAYS)

During the "getting acquainted" phase, your primarily focus should be on integrating the new employee to MC and team, assigning meaningful work, and providing training opportunities. This period is crucial for setting the foundation for their success. Establish a structured work plan outlining goals and expectations for the first six months and one year.

Give your new employee time to settle in, and be sure to check in frequently to provide guidance and support.

Objective: During this time, your new employee is becoming familiar with Collegeculture, department, and team dynamics. Regularly clarify tasks and expectations, reinforce their learning by encouraging questions, and create opportunities for them to share observations. Consistent engagement and support will help them feel confident and motivated in their new role.

MANAGE 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 profile and performance objectives for the first six-months with the new employee –use job profile to set goals • Enter agreed goals for the probation period into Workday
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 (Workday-Learning)
		  ▪ FY25 To be Announced
		• Department specific training
		• Supervisor Orientation Program training, if applicable
		  o Available each March, June, and October
		  o Supervisor Toolkit – Information and Resources

	☐	Meet with employee frequently, 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 as an opportunity to connect with the employee on a personal level.
8	☐	Give performance feedback early and often – Performance Management • 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. Inform new employees 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	☐	Workday Core Concepts Training Revised 1/2022
	☐	Workday Enter Time (for non-exempt positions/hourly employees)
	☐	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.**
	☐	• Protecting Youth Abuse, Neglect and Prevention • Bridges: Taking Action
3		**Training specific to a division**

	☐	Inform new employee required training specifically for your division/department/unit
4		**New Supervisor**
	☐	• Supervisor Orientation Program (SOP) • March, June, and October of each year. [Supervisor Toolkit](#)

MANAGE SMART – The Next 30 days (60 Days)

1	☐	Talent Administrator initiates Probation Review
		• Manager receives a Workday inbox task to enter employee goals discussed during onboarding meetings
		    o Individual Goals (Performance) and
		    o Professional Development Goals
		• Review manager Workday Training page for [Manager Complete Probation Review job aid](#)
		• Inform employee goals were entered into Workday
		• Talent Administrator offers overview sessions for managers and employees
		    o Session is 1-hour
		    o Offered 1-2 times per month, usually on a Tuesday or Thursday
		    o Contact Talent Administrator for schedule

2	☐	Ongoing check-in to: • To support new employee • Ensure employee understands 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

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](#) in developing an improvement plan or beginning an exit strategy.

MANAGE 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 o Follow-up if on a performance improvement plan • Continue to provide regular informal feedback • Check their status on probation review submittal

MANAGE SMART – Next 30 Days (120 Days)

1	☐	Work with [HRIC](#) if a 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:
		    o Request extending probation review or
		    o 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?

MANAGE SMART – Working Towards 180 Days

1	☐	Continue ongoing meetings and discussions
2	☐	Have you met with new employee to discuss their probation review?
3	☐	Complete Probation Review and Submit
4	☐	Employee and Manager/Supervisor acknowledgements completes the probation review.

CONGRATULATIONS!

MANAGE 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 job profile • 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

RECOGNITION

This hiring manager checklist serves as a guide to effectively engage employees from their first day – bridging the transition from HRSTM to you and your team. Key factors of fostering employee engagement include open communication, clear discussions on goals and expectations, helping employees understand their impact on the department and the College, supporting continuous learning, and professional development, and encouraging connections within the team and across the College.

Another essential driver of employee engagement is **recognition** and **gratitude**. Employees want to feel valued and appreciated for their contributions. Acknowledging their efforts can take many forms:

- Simple spoken or written Thank-You notes/cards.
- Public recognition during staff meetings. (Proceed with care. Some employees may not like/want public recognition.)
- Celebrations
    - birthday, service anniversary, project completion
    - Breakfast, lunch, afternoon breaks/snacks
- Visit the Staff Awards page for information about College awards program.
- Learn more about recognition awards from Policies and Procedures 38001.