

## **New Employee Checklist**

### **Start SMART**

#### **An Employee's Onboarding Experience**

Welcome to Montgomery College! Your journey at the College has just begun. As you transition into your new role at the College, you play a vital role in the success of your onboarding into the new department/division and campus/location. Onboarding is a collaborative process which takes place over the next six months up to one year. During this time, you will be learning about your new job, your new supervisor and colleagues as well as becoming familiar with the department/division. Use this checklist to ensure that your experience starts **SMART**.

Your first day with Montgomery College starts with the orientation program, **Welcome to MC – Start SMART**. A one-day in-person format on the **Monday** of your hire, from 8:30 a.m. concluding at 3:00 p.m. and the following **Thursday** from 9:00 a.m. to 12:00 p.m. Instructions will be sent to you through email informing you of your orientation date(s). Orientation attendance is required. You will report to your supervisor on your next 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 your first day on the job and involves a series of actions and activities.

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 your manager may include that are more specific to your department/division. Our objective is to ensure we provide you a welcoming, inclusive, engaging and supportive start at MC.

#### **PRE-ARRIVAL CHECKLIST – for New Employee**

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

It is critical that you complete all pre-hire tasks in Workday prior to your start date. A delay in completing tasks in Workday prior to your start date, delays your access to technology and resources.

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 ( <i>if eligible</i> )
	Social Security Number		Parking Registration
	Home Contact Information		2FA Enrollment
	Personal Information		MC Alert Enrollment
	Legal Name		
	Form I-9: Section 1		
	Section 2 – <b>in person</b> , schedule an appointment by calling <b>240-567-5353</b>		
	Federal Withholding Election		
	State and Local Withholding Election		
	Payment Election ( <i>direct deposit</i> )		
	Emergency Contacts		
	Acknowledgement of Receipt of MC College Policies and Procedures		

### PRE AND POST-ARRIVALCHECKLIST from Strategic Talent Management & Organizational Development

1	<input type="checkbox"/>	Documents new employee needs to review: <ul style="list-style-type: none"> <li>• <a href="#">Policies and Procedures</a> – Chapter 3</li> <li>• <a href="#">Academic Calendar</a></li> <li>• <a href="#">Civility Norms</a></li> <li>• <a href="#">Ethical Expectations</a></li> <li>• <a href="#">Ethics Point</a></li> <li>• <a href="#">Pay Schedule</a></li> <li>• <a href="#">MC Acronym Guide</a></li> <li>• <a href="#">Roadmap for Employees to Address Concerns</a></li> </ul>
2	<input type="checkbox"/>	Email with information about Welcome to MC Start SMART program

## COMMUNICATION from Manager/Supervisor

1	<input type="checkbox"/>	Email or call to welcome you to the College and confirm start time, location, etc. of your first day after attending orientation
2	<input type="checkbox"/>	Welcome email
3	<input type="checkbox"/>	Answer your question
4	<input type="checkbox"/>	Confirm time/date of first meeting <ul style="list-style-type: none"> <li>• where to report</li> <li>• provide map, directions, if needed</li> </ul>
5	<input type="checkbox"/>	Provide itinerary of first day, week tasks, events, activities

## START SMART – First Day

**Orientation  
WELCOME TO MC  
START SMART**

**Check email for information about location and time.**

**Review the Recommended Benefits Links Below**

**Maryland State Retirement Plan**  
<https://info.montgomerycollege.edu/offices/human-resources/maryland-state-retirement-plan.html>

**Maryland Optional Retirement Plan**  
<https://info.montgomerycollege.edu/offices/human-resources/maryland-optional-retirement-plan.html>

**View Benefits and Retirement Options – My Alex**  
<https://www.myalex.com/mc/#plan-intro>

**Benefits Homepage** – <https://info.montgomerycollege.edu/offices/human-resources/benefits/index.html>

**Retirement Plan**

- Enrollment effective on first day of hire
- Paperwork completed and dated on first day of hire

**Health Insurance**

- Begins the 1<sup>st</sup> day of the month after date of hire.
- Elections must be completed in Workday by the *last day in the month you were hired*
  - Documentation for proof of relationship should be uploaded to Workday

(marriage certificates and/or birth certificates of covered dependents are required)

### Benefits Elections

- Login into Workday via MyMC
- Please direct all questions to [HRBenefits@montgomerycollege.edu](mailto:HRBenefits@montgomerycollege.edu)
  - A HR Specialist will respond to your inquiry
  - Currently we are experiencing a high volume of inquiries, please be patient with response time

## FIRST IMPRESSIONS – First Day and Week

Your first days on the job can be both exciting and overwhelming, as you are introduced to new people and processes within your department. You will also be learning and acclimating to the structure and culture at MC. Your supervisor/manager may contact you before you start to arrange your first meeting and location, activities your first day and week. Consult with your supervisor/manager to identify your initial assignments as well as, the purpose of your work and how it fits at the college.

### START SMART - First day with Your Manager

	✓	<b>Introduction to Team</b>
1	□	Welcome and Introduction to department/unit/team
2	□	Tour of office, building, and campus <ul style="list-style-type: none"> <li>• Workspace</li> <li>• Restrooms</li> <li>• Break/lunchroom/area</li> <li>• Kitchen</li> <li>• Mail room</li> <li>• Copy room, etc.</li> <li>• Keys to office, building, etc. or information on how to obtain               <ul style="list-style-type: none"> <li>○ Locksmith request to activate ID Badge as a swipe card access to office, building, etc., if applicable</li> </ul> </li> <li>• College ID badge (obtain during orientation)               <ul style="list-style-type: none"> <li>○ Follow-up with CT Public Safety if badge was not issued</li> </ul> </li> </ul>
3	□	Workspace Checklist <ul style="list-style-type: none"> <li>• Desk supplies</li> <li>• Office supplies</li> <li>• <a href="#">Technology</a> <ul style="list-style-type: none"> <li>○ Telephone</li> <li>○ Computer</li> </ul> </li> <li>• Access to:               <ul style="list-style-type: none"> <li>○ MyMC</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>▪ Find MyMC ID</li> <li>▪ Claim My Account</li> <li>○ <a href="#">Banner</a>, if needed/required</li> <li>○ Other system access specific to job</li> <li>○ <a href="#">Obtain parking permit</a> (hang tag; MyMC access)</li> </ul>
		<b>1<sup>st</sup> Meeting with Supervisor</b>
<b>4</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Review <ul style="list-style-type: none"> <li>○ Dress Code, if applicable</li> <li>○ Work hours</li> <li>○ Shared Workspace, if applicable</li> <li>○ College hybrid work environment <ul style="list-style-type: none"> <li>▪ <a href="#">Employee Resources</a></li> </ul> </li> <li>○ Visit Workday Training page for job aid on how to: <ul style="list-style-type: none"> <li>▪ Enter Time</li> <li>▪ Absence/Time Off/Leave</li> </ul> </li> <li>○ View Workday-Learning on how to: <ul style="list-style-type: none"> <li>▪ Enter Time</li> <li>▪ Absence/Time Off/Leave</li> </ul> </li> <li>○ Time reporting and submission requirement</li> <li>○ Whom to notify when unable to report to work</li> <li>○ Workplace safety and security (<a href="#">emergency preparedness</a>)</li> <li>○ <a href="#">College Operations – Closures and Delays</a></li> <li>○ Office protocol, resources (documents, files, etc.), and/or policies/practices</li> <li>○ Calendars and how it impacts work – <a href="#">academic</a>, <a href="#">fiscal</a>, calendar year</li> <li>○ <a href="#">Policies and Procedures</a> (Chapter 3)</li> <li>○ <a href="#">Acceptable Use Policy</a> (technology)</li> <li>○ Position description</li> </ul> </li> <li>• Communication during hybrid work environment (phone, email, text, etc.)</li> <li>• Sign-up for <a href="#">2FA</a> and <a href="#">MC Alert</a></li> </ul>

## START SMART - First Week

<b>1</b>	<input type="checkbox"/>	Introduction to key personnel, including director, and/or other leadership
<b>2</b>	<input type="checkbox"/>	<a href="#">College mission, vision, values, goals</a> , and structure
<b>3</b>	<input type="checkbox"/>	Learn the department's structure and how strategies and goals relate to the College goals
<b>4</b>	<input type="checkbox"/>	Learn your work relationship with other departments

5	<input type="checkbox"/>	Your first week project/task
6	<input type="checkbox"/>	Discuss goals during the probationary period
7	<input type="checkbox"/>	Behavioral, ethical and cultural expectations in department/college
8	<input type="checkbox"/>	Weekly check-ins during the first month with supervisor/manager
9	<input type="checkbox"/>	Follow-up with HRSTM orientation team: <ul style="list-style-type: none"> <li>Confirm and/or submit benefit enrollment forms to benefits team before 30 - day expiration.</li> </ul> Questions can be directed to: <a href="mailto:HRBenefits@montgomerycollege.edu">HRBenefits@montgomerycollege.edu</a> <ul style="list-style-type: none"> <li>Questions to <a href="#">payroll</a></li> <li>Update emergency contact in Workday</li> </ul>

## GETTING ACQUAINTED (First 30, 60, 90 Days)

During this time, you are learning the culture, MC and the department and getting to know your manager and co-workers. Your manager clarifies tasks and expectations regularly, reinforce your learning by providing you an opportunity to ask questions and your manager shares their observations of your performance.

## START SMART – First 30 Days

1	<input type="checkbox"/>	Meet key internal and external team members and create a meeting schedule
2	<input type="checkbox"/>	Recurring department meeting schedule
3	<input type="checkbox"/>	Written materials/resources unique to the department e.g. shared files and folders
4	<input type="checkbox"/>	Review job profile and performance objectives for the first six-months with manager – use job profile to set goals  Manager enters goal(s) into Workday
5	<input type="checkbox"/>	Review <a href="#">Collegewide Competencies</a>
6	<input type="checkbox"/>	Supervisor schedules frequent meetings, to find out: <ul style="list-style-type: none"> <li>how you are doing</li> <li>is work meaningful</li> <li>do you have the support you need</li> <li>share what you have learned and what are the challenges you face</li> </ul>

		<ul style="list-style-type: none"> <li>• what is your understanding of your job, perception of the College and how it operates</li> <li>• ask questions</li> <li>• share ideas and suggestions</li> </ul>
7	<input type="checkbox"/>	Supervisor provides: <ul style="list-style-type: none"> <li>• feedback in areas of strength and opportunity</li> <li>• the performance management process</li> <li>• how performance is measured</li> </ul>

## 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.

	√	<b>For All Employees in All Divisions</b> <i>All Staff (including temporary with benefits, department chairs, and administrators)</i>
	<input type="checkbox"/>	Data Security@MC – Annual Review
	<input type="checkbox"/>	Workday Core Concepts Training Revised 1/2022
	<input type="checkbox"/>	Workday Enter Time
	<input type="checkbox"/>	Workday Request Absence/Time Off/Leave
	<input type="checkbox"/>	Workday Training Related to your role and responsibilities
2		<b>Employees in all divisions who come in contact with minors associated with any college program or activity that serves minors.</b>
	<input type="checkbox"/>	Deadline: Within 12 months for new employees: <ul style="list-style-type: none"> <li>• Child Abuse and Molestation Awareness and Prevention in Maryland (online)</li> </ul>
3		<b>Training specific to a division</b>
	<input type="checkbox"/>	Check with your supervisor for required training specifically for your division/department/unit
4		<b>New Supervisor</b>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Supervisor Orientation Program (SOP)</li> </ul>

		<ul style="list-style-type: none"> <li>March, June and October of each year.</li> </ul> <a href="#">Supervisor Toolkit</a>
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### START SMART – The Next 30 Days (60 Days)

1	<input type="checkbox"/>	Talent Administrator initiates Probation Review <ul style="list-style-type: none"> <li>After meeting with employee, manager enters goals for the 6-month probation review period</li> <li>Manager notifies employee goals entered into Workday</li> </ul>
2	<input type="checkbox"/>	Ongoing check-in to: <ul style="list-style-type: none"> <li>Support new employee</li> <li>Ensure employee understand how cascading goals are connected and how the employee's work impacts the college, and reinforce culture and values at MC</li> <li>Review performance standards, expectations               <ul style="list-style-type: none"> <li><a href="#">Performance Evaluation Ratings</a></li> </ul> </li> <li>Share issues or challenges with manager and identify ways to resolve</li> </ul>
3	<input type="checkbox"/>	Review Goals in Workday <ul style="list-style-type: none"> <li>Are goals still relevant?               <ul style="list-style-type: none"> <li>Edit goals</li> <li>Remove goals</li> <li>Add new goals</li> </ul> </li> </ul>

### START SMART – The Next 30 Days (90 Days)

	✓	<b>Supervisor Check-in</b>
1	<input type="checkbox"/>	Ongoing check-in to: <ul style="list-style-type: none"> <li>To support new employee</li> <li>Ensure employee understand how their work impacts the college, and reinforce culture and values at MC</li> <li>Review performance standards, expectations</li> <li>Check status on completing training</li> <li>Continue to review issues or challenges and identify ways to resolve</li> </ul>
2	<input type="checkbox"/>	Supervisor assess performance <ul style="list-style-type: none"> <li>Meets expectations OR</li> <li>Needs improvement               <ul style="list-style-type: none"> <li>Create a plan/strategy to close performance gaps</li> <li>Timeline for improvement</li> </ul> </li> </ul>



## START SMART – Next 30 Days (120 Days)

	✓	Supervisor Check-in
1	<input type="checkbox"/>	Supervisor on-going check-in with employee to: <ul style="list-style-type: none"> <li>• Review performance and expectations</li> <li>• Learn if support and resources are available</li> <li>• Learn if employee reviewed the Probation Review in Workday</li> <li>• Learn if probation review is ready for submittal to supervisor</li> </ul>
2	<input type="checkbox"/>	If performance is not meeting expectations after implementing an improvement plan, the supervisor can work with the HRIC to assist supervisor with next steps: <ul style="list-style-type: none"> <li>• Request to extend probationary period OR</li> <li>• Request to terminate</li> </ul>

## START SMART – Working Towards 180 Days

1	<input type="checkbox"/>	Supervisor continues ongoing meetings and discussions
2	<input type="checkbox"/>	Employee completes Probation Review in Workday and submits to supervisor/manager by deadline given by manager
3	<input type="checkbox"/>	Supervisor completes probation review and submits by due date

## CONGRATULATIONS!

## START SMART – The Next 180 Days

You have successfully completed the probationary period. Onboarding and engagement continue. You and your supervisor will map out the next 180 days to the annual performance review.

1	<input type="checkbox"/>	Review job profile <ul style="list-style-type: none"> <li>• duties and responsibilities</li> </ul>
2	<input type="checkbox"/>	Discuss goals for the next review – annual review
3	<input type="checkbox"/>	Review performance expectations
4	<input type="checkbox"/>	Supervisor schedules 1-1 meetings

5	<input type="checkbox"/>	<p>Training</p> <ul style="list-style-type: none"> <li>• E-Learning, Innovation, and Teaching Excellence (ELITE)</li> <li>• External -workshops, conferences</li> <li>• Use of EAP funds, if available</li> </ul>
6	<input type="checkbox"/>	<p>Review what support and resources you need to be successful</p> <ul style="list-style-type: none"> <li>• Professional development</li> <li>• Career at MC</li> </ul>
7	<input type="checkbox"/>	<p>College memberships or committees</p> <ul style="list-style-type: none"> <li>• Participation in governance</li> <li>• Special projects</li> </ul>