

Office of Human Resources and Strategic Talent Management

New Employee Checklist – Start Smart

Your journey at Montgomery College is just beginning, and we're excited to have you on board. As you transition into your new role, you are an essential part of your department, division, and campus community. Onboarding is a collaborative process that takes place over the next six months to one year, helping you learn about your role, your team, and the broader College environment.

To support your successful start, we've created a checklist to guide you through key onboarding steps—ensuring your experience starts **SMART**.

**Welcome to MC – Start Smart**

All new employees are required to participate in a two-day orientation program designed to support their transition into the college community. You will receive an email with your specific orientation dates and instructions. After orientation, you will report to your supervisor on your next schedule workday, typically the following day.

Day 1	Day 2
<ul style="list-style-type: none"><li>• In-person: 9221 Corporate Blvd., Rockville, MD 20850</li><li>• Monday of their hire</li><li>• 8:30 a.m. – 3:00 p.m.</li></ul>	<ul style="list-style-type: none"><li>• Virtual</li><li>• Thursday morning</li><li>• 9:00 a.m. – 12 Noon</li></ul>

This format provides a welcoming introduction to our culture, policies, and resources while allowing for both face-to-face interaction and flexible virtual learning.

**What to Expect from Orientation**

HRSTM Orientation provides new employees with an overview of the college's history and organizational structure, workforce and student demographics, benefits, time off and leave programs, payroll and data security basics, and key resources and information to help you get started.

**Onboarding**

Onboarding begins before your first day and continues well into your first year. It involves a series of activities and check-ins designed to help you adjust, connect, and thrive in your new role. Your department may also have additional onboarding steps tailored to your

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specific position. Our goal is to provide **welcoming, inclusive, engaging** and **supportive** experience as you become a part of the Montgomery College community.

### Pre-arrival Checklist for New Employee

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

It is essential that you complete all pre-hire tasks in Workday before your first day. Delays in completion may impact your access to technology, necessary resources, and the timely issuance of your employee badge.

Pre-hire tasks (Before Start Date)	Hire Date Tasks (Starting First Day)
Review and electronically sign offer letter	Complete benefits enrollment
Submit pre-employment forms (e.g. tax forms, direct deposit)	Review and acknowledge policies and procedures
Complete background check	Set-up or confirm Workday profile information
Provide identification for Form I-9 verification	Begin onboarding checklist
Confirm contact and emergency information	Register vehicle
Acknowledge receipt of MC Policies and Procedures	Claim MyMC Account
	Enroll MC Alert

You will receive an email from a member of the Benefits team with important information about the Maryland State Retirement Plan, Maryland Option Retirement Plan, and other benefit options.

### Review the Recommended Benefits Websites

- [Benefits Homepage](#)
- [Maryland State Retirement Plan](#)
- [Maryland Optional Retirement Plan](#)
- [My Alex, Your Virtual Assistant](#)

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**Retirement Plan**

- Enrollment effective date 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).

**Benefit Elections**

- Log-in to Workday via MyMC.
- Please direct all questions to [HRbenefits@montgomerycollege.edu](mailto:HRbenefits@montgomerycollege.edu).
  - A Benefits Specialist will respond to your inquiry.
  - We experience a high volume of inquiries, please be patient with response time.

**Pre and Post-Arrival Checklist for HRSTM**

<p>Documents new employee needs to review:</p> <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="#">FY26 Pay Schedule</a></li> <li>• <a href="#">MC Acronym Guide</a></li> <li>• <a href="#">Roadmap for Employees to Address Concerns</a></li> </ul>	<p>Welcome email with information about orientation – Welcome to MC, Start Smart</p>
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**Communication from your Manager/Supervisor**

- **Welcome call to confirm:**
  - Start date
  - Workplace start time

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- Workplace location
- Answer any questions
- **Welcome email:**
  - Confirm telephone conversation
    - Time to report
    - Where to report
  - Provide campus map, directions, if needed
  - Provide itinerary of first day, week, events, activities, etc.

### Start Smart – First Day

Your first day with your manager is an important step in your onboarding journey. You can expect:

- a welcome
- introductions to your team members
- a tour of the department, building, and campus
  - workspace
  - restrooms
  - break room/lunch area
  - kitchen
  - mail room
  - copy room
- workspace checklist
  - desk supplies
  - office supplies
  - technology
    - telephone
    - laptop, docking station
    - monitor
- Office and building access
  - Key to office and/or building, or
  - Information provided on how to obtain
- Follow-up with CT Public Safety if employee badge was not issued – 240-567-9140

### First Meeting with Manager/Supervisor

Your first meeting with your manager/supervisor is an opportunity to start building a strong work relationship. During this meeting, your manager/supervisor will outline expectations,

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review your schedule and responsibilities, and answer any questions you may have. You will also discuss onboarding activities, key contacts and what success looks like in your role. Below also outlines other items for review:

- job profile
- organizational chart(s)
- Attendance and Time reporting
- Request and reporting time off
- Workplace safety and security
- Office protocol, resources
- [Policies and Procedures](#) (Chapter 3)
- [Acceptable Use Policy](#) (technology)
- Review how you contribute to department and College goals.
- Review performance expectations.
  - Set goals for the first six-months
  - Probationary period and review
- Eligibility for [Flexible Work Arrangements](#)
- [Closures and Delays – Operational Status](#)
- [Workday Training page](#)
- Enrollment with [2FA](#) and [MC Alert](#), if not already completed.

### Start Smart – First Week

If you are new to working in a college setting, your first meeting with your manager will help you understand how your role fits into the broader mission of the College. Your manager will introduce you to the structure of the department and the College, explain expectations, review your responsibilities, and share how academic and administrative calendars may influence your work. You'll also learn about key stakeholders – such as students, faculty, and staff – and how your role supports student success. This is a great time to ask questions, discuss training needs, and begin building a strong foundation for your journey at MC.

In addition, the following will be reviewed with employees new or familiar with a college environment:

- Shared Governance
- General college and MC Terminology
- Compliance and Accountability
- Work relationships with other departments
- First week project/task
- Discussion of goals during the six-month probationary period

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- Review behavioral, ethical, and cultural expectations in the department/college
- Frequent check-ins with manager/supervisor

#### Tips for Success

- Take time to observe and learn the institutional culture
- Build relationships – collaboration is key
- Attend campus events to better understand the community
- Ask questions – there's often a lot of unwritten knowledge in higher education environments

### Getting Acquainted (First 30, 60, 90 days)

During the first three months in your new role, you'll be learning about the College's culture, your department, and how your role fits within both. You'll also begin building relations with your manager and colleagues. Your manager will clarify tasks and expectations, provide regular opportunities for you to ask questions, and support your growth by sharing feedback and observations to reinforce your learning.

### Start Smart – First 30 Days

#### Manager Check-in

- Inquire how your first 30 days are going.
  - Is work meaningful?
  - Do you have the support you need to be successful?
  - Share what you have learned and what are the challenges you face.
  - Share your understanding of your job, of the College and how it operates.
- Verify that computer, network systems, printer, email, telephone voicemail, etc. are working.
- Continue conversation about College [Mission, Vision, and Values](#).
- Follow-up on conversation about department's structure and how the team's strategies and goals contribute to the broader mission and priorities of the College.
- Learn how your department collaborates with others across the College and why these relationships are essential to your work as well as the department and the College's success.
- Review list of current department projects and cyclical programs.
- Receive clear, manageable tasks you can complete.
- Meet key internal and external team members.
- Outline performance expectations for the probationary period.
  - Goals for the probationary period
    - Enter Goals into Workday by manager

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- Review the performance management process
- Review how performance is measured
- [Collegewide Competencies](#)
- Behavioral, Ethical, and Cultural Expectations.
  - Policies and Procedure [31000 – Code of Ethics and Employee Conduct](#)
  - [Code of Ethics and Employee Conduct](#)
  - [MC Code of Ethics and Employee Conduct Handbook](#)
- Follow-up with HRSTM team with questions, if needed.
  - [Benefit](#) elections and enrollment
  - [Payroll](#)
  - Update Emergency Contact in Workday and other employee personal details

### College and Department Resources

- [Acronym Guide](#)
- [Academic Acronym Guide](#)
- [A to Z Guide](#)
- Digital files unique to the department.
- Department Directory with Contact Information.

### Employee Support Resources

The HR Internal Consultants (HRIC) is your point of contact for HR-related support. They serve as a strategic partner to managers and employees, helping with workplace matters such as performance, policy guidance, and organizational changes. HRICs are here to support you by answering questions, providing guidance, and helping ensure a positive and productive work environment as you settle into your role.

Mohamed Alsaïd	Lisa Moore Evans	Leslie Jones
240-567-2377	240-567-9065 or 240-526-0583	240-567-9169 or 301-852-0095
<ul style="list-style-type: none"> <li>● Rockville Campus</li> <li>● Academic Affairs</li> </ul>	<ul style="list-style-type: none"> <li>● TP/Silver Spring Campus</li> <li>● Student Affairs</li> <li>● Workforce Development and Industry Partnership</li> </ul>	<ul style="list-style-type: none"> <li>● Germantown Campus</li> <li>● AFS</li> <li>● President's Office</li> <li>● OACE</li> </ul>



EXCEPTIONAL EDUCATION  
EXTRAORDINARY OUTCOMES

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**HRSTM Help Desk**    240-567-5353  
M – F, 8:30 a.m. – 5:00 p.m.  
[hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu)  
9221 Corporate Blvd., Suite E101  
Rockville, MD 20850

### Required Training for Employees

Each fiscal year, the College assigns required training courses that all or certain groups of employees must complete. Log into [Workday – Learning](#) and click on “MC Required Training” for the current schedule. These trainings are essential for compliance, professional development, and alignment with college values and policies. Departments may also have specific required courses. These classes may be available in [Workday – Learning](#) or through an outside provider.

- [Required Training](#)
- Workday Core Concepts Training
- Workday Enter Time (for non-exempt positions/hourly employees)
- Workday Request Absence/Time Off/Leave
- Workday Training Related to an employee’s role and responsibilities
- Training for employees 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
- Training specific to your department
- Training for supervisors/managers
  - Supervisor Orientation program: March, June, and October
- [Supervisor Toolkit](#)

### Start Smart – The Next 30 Days (60 Days)

- Check-ins with manager/supervisor.
  - Are there any tools, resources, or information you still need?
  - Is the workload appropriate and aligned with your skill level?
  - Are you demonstrating an understanding of College and departmental values and culture?
- Review progress toward goals established during the first month.
- Receive feedback – strengths and growth areas.
- Workday Talent Administrator initiates Probation Review.



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- Manager reviews how employee goals are connected, how your work impacts the college, and reinforce culture and values at MC.
  - Are goals still relevant?
- Review performance standards, and expectations.
  - [Performance Evaluation Ratings](#)
- Probation Review Overviews are available through Zoom.
  - 60-minute session
  - Registration is a link in an email from [performance@montgomerycollege.edu](mailto:performance@montgomerycollege.edu)
- Share issues or challenges with manager and identify ways to resolve.
- Participation in College-wide or department specific training.
- Participation in team meetings, cross-functional groups, or workgroups.
- Building key working relationships across departments.
- Encourage the employee to ask questions and propose solutions or ideas.
- More complex tasks or projects may be assigned.

**Start Smart – Next 30 Days (90 Days)**

As you approach your 90-day milestone, your manager will continue to support your integration by providing feedback on your performance, reviewing progress toward goals, and discussing next steps in your development. This is a time to reflect on what you've learned, clarify any questions, and align on expectations moving forward.

- Ongoing check-in with manager/supervisor.
- Receive support from manager to help you understand how your work impacts the College's mission and goals.
- Review of performance standards and expectations.
- Review status of required training.
- Discuss opportunities for professional development or involvement with committees, workshops, etc.

**Start Smart – Next 30 Days (120 Days)**

As you move beyond your first 90 days, you'll continue building confidence in your role and deepening your understanding of department goals and priorities and contributing meaningfully to team goals. Ongoing feedback and check-ins will help ensure alignment and support your continued growth within the College.

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- Review the goals set during the first 30-90 days.
- Discuss accomplishments, strengths, and any remaining challenges.
- Work with manager/supervisor to clarify expectations moving forward and revisit performance standards to ensure you are on track.
- Explore opportunities to participate in College-wide events and communities of practice to stay connected and engaged.
- Recognize progress and celebrate accomplishments that build confidence and sense of belonging.

If performance does not meet expectations after an improvement plan has been implemented, the manager/supervisor may consult with the HRIC to determine appropriate next steps, which may include:

- Requesting an extension of the probationary period, or
- Recommending termination of employment.

### Start Smart – Working Towards 180 Days

As you approach your six-month milestone, you can expect to feel more confident in your role. You'll continue to refine your skills, taken on greater responsibilities, and contribute fully to team and departmental goals. Your manager/supervisor will review your progress, provide performance feedback, and discuss long-term goals and development opportunities to support your continued success at the College.

- Strive to consistently meet performance expectations in your role.
- Seek and apply feedback, and ask for support when new challenges arise.

### Prepare for Probationary Review

- Manager completes probation review in Workday.
  - Manager schedules meeting with you to review evaluation.
  - Submit evaluation to you for your acknowledgement in Workday.
  - Manager acknowledgment after your acknowledgment.
  - Probation evaluation is complete.
- If performance concerns continue, manager will consult with a HRIC for guidance on appropriate documentation or corrective steps.

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**CONGRATULATIONS!**

You've successfully reached an important milestone—congratulations on completing your probationary period! As you move forward, this is a time to build on what you've learned, deepen your contributions, and explore opportunities for continued growth.

You can expect ongoing support from your manager, regular feedback, and meaningful conversations about your long-term goals and professional development within the College.

While the probationary period has concluded, your onboarding and engagement journey continues. You and your supervisor will now work together to map out the next 180 days leading up to your annual performance review. This next phase will focus on strengthening your impact, setting goals, and further aligning your work with the College's mission and values.

We're excited to have you as part of the Montgomery College community and look forward to all that you'll accomplish!

**Start Smart – the Next 180 Days**

- Review job profile: duties and responsibilities.
- Discuss goals for the next review – annual review.
  - Enter goals into Workday
- Continue to build on strengths demonstrated during probation period.
- Ready to take on projects that challenge you and grow your skills and capabilities.
- Discuss and update professional development goals with manager.
- Participate in training sessions, workshops, or pursue relevant certifications to support your growth.
- Stay engaged through regular check-ins with manager to ensure alignment and progress.
- Promote involvement in cross-functional teams, committees, or initiatives.
- Support networking opportunities within the department or broad College community.
- Identify and discuss potential leadership opportunities or stretch assignments.
- Provide ongoing feedback focused on continuous improvement.
  - Conduct a mid-cycle performance discussion to assess progress towards annual goals.
  - Review any outstanding development needs or barriers.
  - Update and clarify expectations for the annual review process.
  - Collect feedback from peers, collaborators, or stakeholders, if applicable.

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- Follow annual performance evaluation instructions from HRSTM.
  - Manager determines timeline for evaluation process
    - Employee self-evaluation.
    - Manager evaluates employee.
    - Acknowledgement by employee and manager in Workday completes the annual evaluation process by HRSTM deadline.
- Schedule a formal performance check-in ahead of the annual review.
- Review achievements, challenges, and development over the past year.
- Collaboratively set goals for the next performance cycle.
- Document accomplishments and feedback for the evaluation.