MC MONTGOMERY COLLEGE

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 8:15 a.m. concluding at 4:45 p.m. and the following **Thursday** from 9:00 a.m. to 1:00 p.m. Instructions will be sent to you through email informing you of your orientation date(s). Orientation attendance is <u>required</u>. 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 <u>New Employee</u>

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, prevents your access to technology and resources.

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 and 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-ARRIVALCHECKLIST 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

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COMMUNICATION from Manager/Supervisor

1	☐	Email or call to welcome you to the College and confirm start time, location, etc. of your first day after attending orientation
2	☐	Welcome email
3	☐	Answer your question
4	☐	Confirm time/date of first meeting • where to report • provide map, directions, if needed
5	☐	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/benefits.html

Retirement Plan
• Enrollment effective on first day of hire
• Paperwork completed and dated on first day of hire

Health Insurance
• Begins the 1st day of the month after date of hire.
• Elections must be completed in Workday by the *last day in the month you were hired*
  o 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
  - 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

	√	**Introduction to Team**
1	☐	Welcome and Introduction to department/unit/team
2	☐	Tour of office, building, and campus - Workspace - Restrooms - Break/lunchroom/area - Kitchen - Mail room - Copy room, etc. - Keys to office, building, etc. or information on how to obtain - 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
3	☐	Workspace Checklist - Desk supplies - Office supplies - Technology - Telephone - Computer - Access to: - MyMC

		▪ Find MyMC ID
		▪ Claim My Account
		   o [Banner](#), if needed/required
		   o Other system access specific to job
		   o [Obtain parking permit](#) (hang tag; MyMC access)

		1ˢᵗ Meeting with Supervisor

4	☐	• Review
		   o Dress Code, if applicable
		   o Work hours
		   o Shared Workspace, if applicable
		   o College hybrid work environment
		       ▪ [Resilient MC webpage](#)
		       ▪ [Coronavirus webpage](#)
		       ▪ [Employee Resources](#)
		   o Visit Workday Training page for job aid on how to:
		       ▪ Enter Time
		       ▪ Absence/Time Off/Leave
		   o View Workday-Learning on how to:
		       ▪ Enter Time
		       ▪ Absence/Time Off/Leave
		   o Time reporting and submission requirement
		   o Whom to notify when unable to report to work
		   o Workplace safety and security (emergency preparedness)
		   o College Operations during inclement weather
		   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.)
		• Sign-up for [2FA](#) and [MC Alert](#)

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START SMART - First Week

1	☐	Introduction to key personnel, including director, and/or other leadership
2	☐	College mission, vision, values, goals, and structure
3	☐	Learn the department's structure and how strategies and goals relate to the College goals
4	☐	Learn your work relationship with other departments
5	☐	Your first week project/task
6	☐	Discuss goals during the probationary period
7	☐	Behavioral, ethical and cultural expectations in department/college
8	☐	Weekly check-ins during the first month with supervisor/manager
9	☐	Follow-up with HRSTM orientation team: • Confirm and/or submit benefit enrollment forms to benefits team before 30 - day expiration. Questions can be directed to: HRBenefits@montgomerycollege.edu • Picture sent for College welcome on Facebook • Questions to payroll • Update emergency contact in Workday

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	☐	Meet key internal and external team members and create a meeting schedule
2	☐	Recurring department meeting schedule
3	☐	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 manager – set goals, and use job description • Enter agreed goals for the probation period into Workday • Manager or employee can enter goals into Workday ○ Goals entered by employee routes to manager for approval
5	☐	Review Collegewide Competencies
6	☐	Supervisor schedules at least 30 minutes per week, to find out: • how you are doing • is work meaningful • do you have the support you need • share what you have learned and what are the challenges you face • what is your understanding of your job, perception of the College and how it operates • ask questions • share ideas and suggestions
7	☐	Supervisor provides: • feedback in areas of strength and opportunity • the performance management process • how performance is measured

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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	☐	Return to Campus Webinar for Employees-COVID-10 Guidance for Supervisor Webinar (only applicable if you are a supervisor)
	☐	Data Security!@MC – Annual Review
	☐	Code of Ethics and Employee Conduct Training
	☐	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)

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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
		• Visit the Workday Training page for Probation Review job aid
		• View the manager Workday Training page for Manager Complete Probation Review job aid

2	☐	Ongoing check-in 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 • Share issues or challenges with manager and identify ways to resolve

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
		• Manager shares deadline to submit probation review to them

START SMART – The Next 30 Days (90 Days)

	√	**Supervisor Check-in**
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 status on completing training • Continue to review issues or challenges and identify ways to resolve

2	☐	Supervisor assess performance
		• Meets expectations OR
		• Needs improvement
		   o Create a performance improvement plan
		   o Timeline for improvement

START SMART – Next 30 Days (120 Days)

	√	**Supervisor Check-in**
1	☐	Supervisor on-going check-in with employee to: • Review performance and expectations • Learn if support and resources are available • Learn if employee reviewed the Probation Review in Workday • Learn if probation review is ready for submittal to supervisor
2	☐	If performance is not meeting expectations after implementing a performance improvement plan, the supervisor can work with the HRIC to assist supervisor with next steps: • Request to extend probationary period OR • Request to terminate

START SMART – Working Towards 180 Days

1	☐	Supervisor continues ongoing meetings and discussions
2	☐	Employee completes Probation Review in Workday and submits to supervisor/ manager by deadline given by manager
3	☐	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 continues. You and your supervisor will 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	☐	Supervisor schedules 1-1 meetings

5	☐	Training • E-Learning, Innovation, and Teaching Excellence (ELITE) • External -workshops, conferences • Use of EAP funds, if available
6	☐	Review what support and resources you need to be successful • Professional development • Career at MC
7	☐	College memberships or committees • Participation in governance • Special projects