



## Yosemite Community College District Human Resources

### Road Map to the First Day (For Managers Use)

#### FIRST DAY

Confirm employee has received HR New Employee e-mail with links and forms relevant to employment

Confirm On-Boarding – New Employee Orientation has been scheduled with HR

#### POLICIES

Review key policies and have employee sign Policy Acknowledgement form

#### ADMINISTRATIVE PROCEDURES

Review general administrative procedures

- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- Business cards
- Telephones
- Building access cards
- Conference rooms
- Picture ID badges

#### INTRODUCTIONS AND TOURS

Give introductions to department staff and key personnel during tour

Tour of facility, including:

- Restrooms
- Mail rooms
- Bulletin board
- Parking

#### POSITION INFORMATION

Introductions to team

Review initial job assignments and training plans

Review job description and performance expectations and standards

Calendar 6 and 11 month Performance Evaluations

Review job schedule and hours

Review Off Duty / Off Pay (if applicable)

Review payroll deadlines, pay claims (if applicable)

#### COMPUTERS

Hardware and software reviews, including:

- Email Account Established
- District/College Website
- Staff Net
- Colleague/Elucian