



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
- Staff Net
- District/College Website
- Colleague/Ellician