**New Employee Onboarding Checklist**

**New Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use this checklist as a guide to help you prepare for your new employee so they can have a memorable welcome!

For questions or additional onboarding support, please contact Courtney Gibson at [cougibson@coloradocollege.edu](mailto:cougibson@coloradocollege.edu), or 719-389-7421.

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| --- | --- | --- | --- | --- | --- | --- |
| **Action Item** | | **Additional Information and Resources** | **Task Leader(s)** | | **Timeline** | **Action Item Completion Date** |
| **Pre-Arrival: Logistics and Communication** | | | | | | | |
| Start Date confirmation and potential changes | | If the start date has been revised after new hire paperwork was assigned, please reach out to Courtney ASAP to have the employee’s records and offer letter updated. | Supervisor  Courtney Gibson | | Before first day |  |
| Confirming First Day Logistics | | Utilize and fill in areas on the *First Day Expectations Email Template.* Send to new employee once the details are confirmed. | Supervisor  Courtney Gibson | |  |  |
| Prep your team | | * Announce new incoming employee(s), their role, responsibilities and how these align to support the team’s and college’s goals. * Collaborate with members of the team that will need 1:1 time with new employee to connect, conduct trainings, etc. | Supervisor | |  |  |
| Build New Employees Schedule | | Utilize and fill in areas on the *Onboarding Schedule Template.* | Supervisor | |  |  |
| Things to order/schedule in advance | | 1. Temporary parking pass *(please see “*[*Daily/Blockly Parking Permits*](https://www.coloradocollege.edu/offices/parking/visitor-parking.html) *for pricing information)* 2. Office/Building/Work area keys 3. Nameplate, nametag: Use [DocuMart Print Portal](https://coloradocollege.documart.com/login) to order. 4. P-Card *(if applicable please contact Anne Corley)* | Supervisor  [Printing Services](https://www.coloradocollege.edu/offices/mail/printservices.html)  [Anne Corley](mailto:acorley@coloradocollege.edu) (P-Card) | |  |  |
| Tech Requests (Work computer, Office Phone, Gold Card Setup) | | Please click this [link](https://accounts.zoho.com/signin?servicename=SDPOnDemand&hide_title=true&hideyahoosignin=true&hidefbconnect=true&hide_secure=true&serviceurl=https%3A%2F%2Fsdpondemand.manageengine.com%2Fapp%2Fitdesk%2Fui%2Frequests%2Fadd%3FreqTemplate%3D186494000004791063&signupurl=https://sdpondemand.manageengine.com/AccountCreation.do&portal_name=SDPOnDemand) to create a request for either a work computer, office phone, or Gold Card Setup. *You will be able to log in using your standard CC username and single sign-on password.*  **For the Gold Card: N**ew employees will need to send a photo to their direct supervisor so they may upload that when submitting a Gold Card Setup request. *\*Information and instructions are provided when New Hire Paperwork is sent.* | Supervisor  New employee | | Before first day |  |
| **Pre-Arrival: Work Area Considerations** | | | | | | | |
| Prepping work environment | | 1. Work area is sanitized. 2. Work area is stocked with basic supplies. 3. Consider adding a CC branded welcome gift. | Supervisor  Sodexo if needed | |  |  |
| Technology set-up | | 1. Computer & Printer Access 2. Phone & Voicemail 3. Specific Software, Common Drives 4. Work Laptop setup (if applicable) 5. Webcam, headset, speakers.   *Make sure all technology is operational.* | Supervisor  [ITS](mailto:its@coloradocollege.edu) if needed | |  |  |
| **Pre-Arrival/First Day: Finalizing New Hire Paperwork** | | | | | | | |
| Form I-9 | | * If the new employee has not already virtually met with Kaelibeth Rose, they will need to come into the HR Office, with their ID(s), before their third working day to complete their I-9. * If the employee does not meet the third working day deadline, they will be terminated in the system and unable to work. | [Kaelibeth Rose](mailto:krose@coloradocollege.edu)  New employee  Supervisor | | **No later** than the third day of employees’ start date. *(Aim to complete by first working day)* |  |
| **First Day: Introductions, Administrative Tasks, and Feeling Comfortable Within Their New Space** | | | | | | | |
| Team Introductions and tour of workspace | | Workspace tour considerations:   * Exits * Bathrooms * Water fountain/bottle refill * Breakroom and/or lunch space * Office supplies | Supervisor | | First day |  | |
| Gold Card Pick-Up | | * Gold Card pick up is at: Solutions Center (Tutt Library, first floor) *Solutions Center hours: Mon-Fri 8:00AM-5:00PM (MST)* * Employee should bring ID when picking up gold card. * For any questions regarding gold cards, please contact [goldcard@coloradocollege.edu](http://goldcard@coloradocollege.edu). | Supervisor  [Solutions Center](mailto:HR@coloradocollege.edu) | | After New Hire Paperwork is Assigned |  |
| Obtaining building access | | **Gold Card:** Once gold card is printed, supervisor will need to submit work order with facilities to obtain building access.  **Physical Keys:** Order any physical keys via facilities work order. *(Must pick up keys at Facilities office)* | Supervisor  [Facilities iService Desk](http://facilities3.coloradocollege.edu:85/home.html) | |  |  |
| Multi Factor Identification and RAVE set up. | | 1. [Duo-Mobile](mailto:https://www.coloradocollege.edu/offices/its/guides/mfa-setup.html) 2. [RAVE App Download](https://www.ravemobilesafety.com/rave-guardian-app/) 3. [RAVE emergency notification registration.](https://www.getrave.com/login/coloradocollege) |  | |  |  |
| Understanding parking options | | 1. Review the [parking office’s website](mailto:https://www.coloradocollege.edu/offices/parking/index.html) with them so they have more information on purchasing a parking pass. 2. Parking passes are currently for pick-up at the Mail Center. *(Please consider walking with them.)* | Supervisor  [Parking Office](mailto:parking@coloradocollege.edu) | |  |  |
| Lunch and lunch options | | * Please give the options to whether a new employee wants to have lunch by themselves or with the supervisor/team/onboarding buddy. * Ask and be conscious of any dietary restrictions. * Consider if your new employee is unfamiliar or new to the area, especially if going off-campus for lunch. * Inform employee of [on and off campus lunch options](https://www.coloradocollege.edu/basics/campus/region/eat/) (Rastalls, Benji’s, Dale Street Café, Panino’s, etc.) | Supervisor | |  |  |
| **First Day: Acquainting employee with the department, division, and CC** | | | | | | |
| Department and current staff overview | 1. Reviewing the Organizational Chart 2. Reviewing Job Descriptions (JD) 3. Overview of Department (Purpose, Values, Goals, etc.) 4. Reviewing Employee’s JD 5. Overview of frequently used software/universal licenses | | Supervisor |  | |  |
| Policies and Procedures of Department | * Work hours. * How-to: PTO requests & sick leave * Attire expectations. * [Performance Conversation overview](https://www.coloradocollege.edu/offices/humanresources/grow_at_cc/feedback-practices/feedback-practices-overview.html) * Professional Development Requests * Emergency Preparedness *(on-campus, weather, etc.)* | | Supervisor |  | |  |
| Establish 1:1 Meeting(s) | 1. Provide an overview of what 1:1 meeting(s) can cover and how to utilize the 1:1 Agenda tool in [Bridge](https://ccperformance.suite.bridgeapp.com/talent/home). 2. Establish meeting preferences such as day, time, meeting space, etc. | | Supervisor |  | |  |
| Notable CC Things | Communicate about specific events: What they are, what to expect, when they occur.   1. [In the Loop](https://www.coloradocollege.edu/other/staffcouncil/intheloop/) 2. Spring & Fall Conference 3. CC Connect 4. Understanding [The Block Plan](https://www.coloradocollege.edu/basics/blockplan/)   *\*Covered in CCNEW Modules*  \**Please make sure your new employee has a buddy during their first time for the events* | | Supervisor |  | |  |