Supervisor Checklist for Orienting New GCC Employees

The following items should be completed at least one week prior to your new employee’s first day of work:

☐ Prepare the employee’s network/technology/communication needs including the following as applicable:
  ☐ Computer Network Username & Password
  ☐ Genesis Username, Password, and appropriate Permissions
  ☐ Special software or connections (ODBC, JAWS, etc.)
  ☐ Telephone extension – get the number and notify the switchboard
  ☐ E-Mail Account
  ☐ Banner Permissions

☐ Prepare the employee’s work area including the following as applicable:
  ☐ Desk & Chair
  ☐ Computer & Printer
  ☐ Basic Office Supplies
  ☐ Uniform
  ☐ Order Keys
  ☐ Telephone & Instructions
  ☐ Phone Book & Directory
  ☐ Map of the College

The following items should be completed at least one business day before your new employee’s first day:

☐ Prepare the Payroll Authorization form for the employee’s signature

☐ Contact the employee by phone or e-mail to let him/her know basic information about the first day including the following as applicable:
  ☐ What time to arrive
  ☐ Where to report
  ☐ Appropriate Dress
  ☐ Lunch (fridge, cafeteria, etc.)
  ☐ Work hours
  ☐ Emergency telephone numbers
  ☐ Employee’s telephone extension

 Arrive to have the new employee’s arrival announced through the President’s Office (Cathy Costello) – either an e-mail on first day, or next NewsNotes.

The following items should be completed on your new employee’s first day of work:

☐ College tour and introduction to key personnel (Administrators and employees from other offices that will work with your new person). Don’t forget the bathrooms & cafeteria!!

☐ Review the job description with the employee, including essential job functions, responsibilities, and working relationships.

☐ Discuss your expectations for the new employee – what is acceptable.

☐ Discuss with the employee the unit organization, the department division organization, and how the employee fits in.
Discuss with the employee the Mission and Goals of the College and how they relate to the operations of your unit.

Check to see that the employee is able to log into the network, e-mail, Genesis, and Banner as appropriate. Contact Computer Services if problems are discovered.

Make sure the employee has, understands, and/or knows completion deadlines for HR forms and documents.

The following items should be completed within your new employee’s first **five (5) days** on the job:

- Provide opportunity for new employee to log-in and become familiar with GCC e-mail, Genesis, Banner, etc. Allow for job shadowing whenever possible.
- Offer assistance in setting up telephone voice-mail.
- Order Business Cards (if applicable)
- Order nameplate (if applicable)
- Explain procedure for reporting time worked.
- Explain procedure for “calling in” if unable to come to work.
- Provide contact information and explanation of severe weather procedures.
- Explain procedures for printing, duplicating, mail, and ordering supplies.
- Review important College Policies & Procedures – make sure employee know where to find these documents.

Arrange for your employee to attend/complete the following College Activities/Trainings as soon as they are offered:

- New Employee Orientation during PAD
- New Employee Technical Orientation
- New Employee Banner Training
- Workplace Violence Prevention Training
- Sexual Harassment Training (Required for all)