**SEWARD COUNTY COMMUNITY COLLEGE**

**ONBOARDING FORM**

Getting a new employee off to a good start makes a difference in their job effectiveness and overall feeling of welcome. It is beneficial to orient your new hires as well as continue to fully engage them throughout their employment.

***Objectives of onboarding for the new employee are:***

To build employee identification with the college

To build positive attitude in new employees

To communicate college culture, values, and priorities

To encourage socialization and team building

To help avoid misunderstandings

To make new employees feel valued

To model good behavior to employees

To prevent problems before they happen

To relieve new employees anxiety and set expectations

To shorten the learning curve of new employees

***Advantages to onboarding for the College are:***

To promote the College as employer of choice

To reduce grievances/complaints/lawsuits over misinformation or lack of information

To enhance communication with employees about what is expected

To reduce questions and mistakes by sharing information at the start of employment

To reduce attrition—if people are confused or undervalued they may leave a position early in their career

***The information below is to assist the supervisor in a structured process to orient the new employee during their first four weeks of employment plus an assessment of success in the 90 day orientation/evaluation period.***

**PRE-ARRIVAL CHECKLIST (After offer and acceptance)**

* Notify HR of offer and acceptance for processing of background check
* HR office notifies Appropriate Administrator, IT, Maintenance, Security, department secretary and Direct Supervisor of background status and other pertinent information e.g. name, title, department, and start date if known.
* Send PAF for approval to Administrator and/or President
* Set up appointment with HR Dept for employee to complete employment paperwork
* Prepare Work Space/Office
  + Office furniture, if needed, should be ordered upon beginning of search
  + Request keys by completing form and sending to Maintenance Dept
  + Office clean, if not, send eSupport ticket to Maintenance Dept
  + Order door/desk plate, send eSupport ticket to Maintenance Dept
  + Stock office supplies, order through Saints Bookstore
  + Business Cards, order from Public and Alumni Relations Office
  + Name tag, order from Saints Bookstore
  + Gas pin number, obtain from the Business Office
  + Set up an appointment with the IT Department if immediate access to network, Banner, etc. is needed upon the employee start date.
  + Meet with IT to develop computer and printer specifications when ordering computers and printers

**TECHNICAL NEEDS**

For IT and Multi-media needs send an eSupport ticket to [it@sccc.edu](mailto:it@sccc.edu) including the following information:

* First name, middle initial, last name of employee
* Employee ID (Banner) contact HR if unknown
* Department or organizational unit
* Job title
* Start Date
* Previous person in position, if applicable
* Supervisor

Below is a list of services that may be needed

* + - Computer (new), to order contact IT Dept with specifications to receive a quote
    - Printer (new), contact the IT Dept to discuss specifications/recommendations
    - Printers, connection to new and existing
    - Internet Native Banner (INB) access is typically needed for Non-faculty Staff in an office position or Faculty with budget responsibilities. INB gives the employee more access to Banner products for budgets, data entry, etc. *The IT department does not allow access until the appropriate training has taken place.*
    - Self-Service Banner (SSB) access is through myCampus, then the “mySaints Records” icon. SSB gives the employee access to Personal and Employee Information and if an instructor, viewing of rosters, posting of grades, etc.
    - ODBC (Open Database Connectivity) Connection
    - Databases/Software (list)
    - Shared drives or networks (list)
    - Email
    - Group email membership (list which groups)
    - Web directory
    - Office Room number
  + IT will forward on to Multimedia department to setup the following, please provide requested information
    - Office telephone and number
      * If using an existing phone indicate the requested extension \_\_\_\_\_\_\_
      * If requesting a new phone contact Multimedia to determine what is needed
    - Indicate if long distance calls will be made from the phone
    - College cell phone
      * If using an existing college cell phone number indicate the requested number \_\_\_\_\_\_\_\_\_\_
      * Indicate if using an existing college cell phone but a new number is needed
* Banner Finance functions such as requisitions, etc requires approval by the Dean of Finance and Operations

Send an email to [BusinessOffice@sccc.edu](mailto:BusinessOffice@sccc.edu) directed to the dean, to request approval of Banner rights

**FIRST DAY/FIRST WEEK CHECKLIST**

* + Employee completes employment paperwork, Human Resources Office
  + Schedule New Employee Orientation, Human Resources Office
  + Officially introduce employee to others in the department
  + Conduct a tour of campus along with introductions
  + Ensure new hire gets an ID card
  + Review department’s mission
  + Review SCCC organizational chart/reporting hierarchy/campus maps/committee assignment
  + Review a normal day of employment
  + Review job functions, competencies and expectations for working in the department
  + Review and Discuss:
  + Attendance and punctuality
  + Lateness
  + Work schedule
  + Weather emergencies
  + Leave Types/Requests: annual, sick, personal, non-work days, comp time, holiday
  + Commencement requirements
  + Overtime/Comp time
  + TimeClock Plus
  + Communications
  + Department dress code
  + Personal calls
  + Lunch
  + Campus parking
  + Email regulations
  + Internet access
* Telephone system, basic training and give out telephone operation manual located on eSupport
* Review significant College policies: sexual harassment, no smoking, and location of policies
* Review security and safety procedures
* HR will send out an email welcome to campus
* Complete credit card application and communicate procedures

**NEXT 30 TO 60 DAYS**

* Schedule weekly/monthly meetings with the new employee to answer questions and clarify responsibilities
* Explain purchasing procedures, supplies, equipment, etc
* Discuss budget procedures
* Go over travel procedures
* Set up specialized training such as Banner, eCollege, etc
* Discuss facility and vehicle scheduling/form

**90 DAYS**

* + Conduct 90 day evaluation
  + Set goals for annual evaluation

