



EMPLOYEE ONBOARDING CHECKLIST FOR MANAGERS (FOR VIRTUAL EMPLOYEES)

TASK		DESCRIPTION	ACTION ITEMS?
Prior to Start Date			
	Announce New Employee	Inform staff and/or college of the new employee's arrival.	
	Prepare Accounts & Access	Ensure the employees system and security access have been set up correctly, including the generation of the EIN and email, passwords, building keys and access cards, ID badge (should they ever need to come on campus).	
	Prepare Technology	Ensure the IT requests have been submitted for the employee's computer, telephone, network drives, any special software, etc. Determine if the employee will pick up equipment from the site or if it will be sent to them. If the employee will be using their own equipment discuss that with them ahead of time.	
	Prepare Welcome Card & Supplies	Ensure the employee has the supplies they need for their role. The supplies can be picked up from the site or mailed out. If no supplies are needed, at least send the employee a welcome card to make them feel welcome and part of the organization. (HR provides them swag when they come in for their new hire paperwork).	
	Clery Act Compliance Officer	Notify the Clery Act Compliance Officer if a new employee was hired in a Campus Security Authority role/function.	
	Welcome Email	Send a welcome email to your new employee confirming their first day, start time, check in instructions, and schedule. Access template here . (HR will be sending the new employee an invite to the Canvas New Employee Orientation).	
First Day			
	New Employee Orientation (NEO)	New Employees will attend a virtual NEO or complete a NEO course. Please check with your new employee to see if they have any further questions on any of the items discussed in NEO below. Employee can access HCM enter time, absences find their paycheck and have Rave emergency set up, etc. Employees can schedule meetings using WebEx and Google Meet, submit help desk tickets, and access any other resources that they may need. Employee has email signature set up. Employee has reviewed college's workplace standards and culture (vision, mission, values) and reviewed Maricopa's vision, mission, strategic commitments.	



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First Week		
Meet with Employee	<p>Schedule plenty of time to meet with your new employee to ensure they were able to login okay, and received the equipment/supplies they needed.</p> <p>Go over their role, duties, and individual expectations¹ including schedule (Prepare a schedule for employee's first week or two), workplace expectations, key dates, and information.</p> <p>Schedule the last half hour of each day the first week (or more if needed) for virtual debrief meetings. Calendar initial progress review sessions (30/60/90 days) notate probation period end date, performance check points, training² and orientation dates.</p>	
Department/ Division Overview	Provide the employee an overview of their unit, department, and/or division explaining who does what, how it affects your college and Maricopa Community Colleges, and what part they play.	
Login Support	Assist (or appoint someone to) employee with getting logged in to computer, email, printer setup, phone setup, work related websites.	
Introduce Employee	<p>Begin to introduce the employee to colleagues and key individuals, this may include contacts and other departments. This can be a virtual team meeting or open house, or it can be individual scheduled video chats with team members.</p> <p>Ensure that the employee has a mentor or buddy to go to (and how to best contact that person) when you are unavailable.</p> <p>Provide a list of contacts with phone numbers.</p> <p>Schedule in depth introductions with team members.</p>	
Policies & Procedures	Explain critical policies (flex schedule, summer hours, overtime policy, lunch and break times). Explain the procedure for requesting vacation and personal time, reporting absences or tardiness, including who and when to call.	
Survey	Notice of the first week survey to be sent on Monday after the first week. (This survey, and each subsequent survey is sent automatically from the Qualtrics system.)	
30 Days		
Mandatory Training	All employees regardless of type must complete the following courses within the first 30 days of hire.	
30-Day Check In	Check in with the new employee to ensure they have the tools and support they need. If you have concerns, reach out to HR.	
Survey	Provide notice of the 60-day survey that will be sent	
60 Days		
60-Day Check In	Check in with your employee to provide key tools and support. If you have concerns, reach out to HR.	
Survey	Check in with the new employee to ensure they have the tools and support they need. If you have concerns, reach out to HR.	



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90 Days		
90-Day Check In Half-way to Probation	Review the goals and talk about progress. Ensure you schedule a meeting ahead of probation. Ensure the employee has the tools and support they need. Ensure the employee is settling into the space, team, department. If you have concerns, reach out to HR.	
Survey	Provide notice of the 90-day survey that will be sent.	
Six Months		
Probationary Meeting	Just before six months, the supervisor meets with the employee to discuss performance. Review performance and development goals. Adjust as necessary.	
Mid-year Check In	For those not on probation (temporary, short-term, OSO/OYO) check in with the employee on their performance.	
Survey	Provide notice of the six-month survey that will be sent.	
One Year		
One Year Check In	Meet with the employee to go over their first year, their performance, development, goals, opportunities.	
Performance & Development	Establish employee performance goals for the next year. Establish an on-going learning plan for district-wide, college, and job specific training including Diversity & Inclusion Learning Plan and College Required Training.	
Celebrate	Celebrate your employees one-year anniversary in their role and with MCCCDC. Be mindful of how the employee prefers to be recognized.	
Survey	Provide notice of the six-month survey that will be sent.	

- 1 Job Expectations Develop job expectations for the new hire and their position ([template here](#)). In addition, have an up-to-date job description and/or a list of duties and responsibilities available. Contact HR for assistance as needed.
- 2 Training Plan Develop a training plan for the position. Additional training topics (outside of mandatory training) can be added based on the role and/or department. Contact HR for assistance if needed.



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