**Position Title:**

Employee Name: Date of Hire:

**Prior to First Day**

Prepare workspace and arrange for office supplies  
 Copy of Academic Calendar and desk calendar – found on Senate Homepage  
 Finalize Onboarding process, have position reference manual/guide for job processes available  
 Supervisor Role: Create a direct report list and assign primary supervisor/alternate supervisors for timesheet purposes (email list to Stephanie Kontranowski)

**Day #1  
General Business**

Business Cards: Confirm Name/Certifications/Degrees – Order via [Printing Services](https://www.delta.edu/employees/printing/index.html)

Employee go through sign-up for computer access/[MyDelta](https://signup.delta.edu/) (email will be sent with ID and   
 username information)

Arrange for [Telephone Access](mailto:tdlight@delta.edu)

Email Stephanie Kontranowski employee’s office number and extension

Contact OIT (x9575) to have computer set up

Submit an [Existing Folder Access Request Form](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=03ff6938-bf62-4acd-aea8-bb93a197c7f3&section=139714&page=159268&token=wEpxw26Mb7Gq8xwOeftJ0Z6ZOYSaa22apOgnQ1n2Cjg) via OIT to set up access to necessary files/folders

Set up access to Datatel via OIT - [Colleague (Datatel): Open an Account](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=03ff6938-bf62-4acd-aea8-bb93a197c7f3&section=139714&page=159268&token=wEpxw26Mb7Gq8xwOeftJ0Z6ZOYSaa22apOgnQ1n2Cjg)

Access to SES portal tools: ?

Request additional email inboxes: ?

Set up access to multifunction dives/copiers – to add new users or to add access to a cost center for a user, please email [printing@delta.edu](mailto:printing@delta.edu). For all requests, please include username, user email address, ID # and approved cost centers

Ordering Supplies: If employee will be responsible contact [Business Services](https://www.delta.edu/employees/business-services/index.html)

Request Keys – Complete [Key Request Form](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=ddbf8b9a-b147-493b-965a-97f260310097&section=267190&page=247678&token=7YnpEHkv0DYfbF15eXunLxj-hctJk_kIcD_yOc6waqs) (Terry O’Leary in Facilities x9244, P025d)

Request Badge ID with entrance door access – Public Safety Robert Battinkoff

Order name plate (contact the Facilities dept at [facilities@delta.edu](mailto:facilities@delta.edu) or 989-686-9240)

Order employee name tag: Send requisition to Business Services, contact [Purchasing](https://www.delta.edu/employees/business-services/purchasing.html) for info

[Staff directory](https://www.delta.edu/directory.html)

Campus tour/Public Safety for photo id

Restrooms, break areas, vending machine, Red Brix, Coffee n More

Location of lunch storage, restrooms, office supplies, fax, copy machine

Use of Campus mail

Explain on campus parking, option for parking permit (Cashier’s Office: B111 x9394)

Hours of Operation of the department/college

**Meet with: Supervisor**

Divisional strategy

Division/College structure

AY Goals of division

AY Goals of department

Supervisor philosophy

Behavior likes/dislikes/dress code/lunch/hours/schedule

Explain position

Goals for the position

Relationship expectations

Direct Reports

Peers - who should employee develop relationships with to be successful at Delta?

Academics

What a typical day looks like - Hours, percentage of time in meetings/staff support, student   
 support

Review Computer; systems access and understanding

Outlook Calendars

* Personal
* Career Development

Calendar access

**The Student Adventure (independently)**

Walk through the student application process as a new student – Including how to picking a major, and learning of support services for students

Meet the division staff

Meet with department head

**Day #2**

**Current office policies and procedures discussion with: Supervisor**

How is leave time scheduled?

What is the current workflow in the office?

Why we do things the way we do at Delta

Exploring the Delta College Portal

How to complete a mileage reimbursement request

**Day #3**

**Open Department Projects**

What is the Delta College District, what are the schools that Delta Services, what does delta do to attract out of district students, what are the statistics,

**Day #4**

**Budget Review**

Discuss the budget

Discuss the structure of people in the budget

Discuss the continued budget concerns and the enrollment numbers needed to sustain the current budget

How to complete a travel request or a reimbursement request

The cycle of reimbursement

Pay rates of direct reports

Student workers

**Day #5**

**Processes in division/department**

Who does what (one on one face to face with each person in department)

**Day #6**

**Review of the Delta College Resources**

Review and support the New Employee College Wide orientation

NEO Training

Learning opportunities from COS – Adobe training

**Day #7**

What does a good communication look like

**Day #8**

Review of senate policies

**Day #9**

Set 30, 60, and 90 day goals

Assignment of first projects with check point dates

**Day #10**

Supervisor Role: HR will schedule a meeting time on employee’s calendar for the following:

Know your resources: Procedures Manual and other policy resources (Director of Human Resources)

Timesheet Approval, employee leave management, HR Action Forms, Master Schedule (Human Resources Generalist)

Family Medical Leave / Workman’s Compensation (Human Resources, Benefits Manager)

Recruitment Process / Search Committee (Human Resources, Manager of Recruitment)

Department Budget (Assistant Controller)

Once **all** of the above topics have been reviewed please return the completed/signed form to Human Resources, J101.

If you have any questions during or after your initial onboarding process, feel free to contact Human Resources x9107.

Employee’s Signature: Date:

Supervisor’s Signature: Date: