**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

[ ]  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. 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 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: