

SUPERVISOR'S NEW HIRE CHECKLIST

Please follow these steps in sequence for successful new employee onboarding. Questions? Contact your HR Business Partner, HumanResources@yc.edu, or x2217.

WHEN THE NEW EMPLOYEE ACCEPTS THE JOB OFFER

- When you receive the email from NEOGOV, approve the Personnel Action Form (PAF) in NEOGOV
- Call your new employee to welcome to Yavapai College within one day of job acceptance, referring to [job offer email from HR](#)
 - Emphasize importance of turning in I-9 documentation to HR **ideally within 5 business days of this conversation** in order to prepare for first day of work, and **definitely prior to the first day of work**
 - o See [I-9 Instructions](#) for Verde Campus or out-of-area submission by notary
 - o Remember that I-9 documentation is a **federal requirement for employment**
 - Ask employee to identify date when I-9 documents will be submitted
 - Confirm start date, time, location, and dress expectations if appropriate
- Once I-9 documents are turned in and authorized, HR will enter employee record into Banner, generating Y#, username, temporary password, and email address
- Supervisor receives [New Employee Hire/Separation Alert](#) email within 24 hours of Banner entry
- Check Outlook for the employee's email 1-3 days after receiving the Notice of New Employee Hire and take note of the email address. Employee's YC email: _____
- Complete the online [New Hire Onboarding Form](#). You will need the employee's Y# _____ and YC email address.
 - Completion of this form will generate emails to the relevant departments to complete work requested such as: office wall sign, name plate, facilities requests, phone services, ITS equipment needs, keys and building access, etc.
- Request access to department and profession-specific resources for your employee (NOT YC Access Manager, since your employee will need to make this request on their first day)
 - Keep a list of department and profession-specific resources that your employees need (professional associations, profession-specific web sites, Canvas training courses, in-person department trainings, 25Live, Salesforce, Cognos, Camtasia, Panopto, Jot Form, etc.)
- Prepare your schedule and plan for your new employee's first day
- Inform co-workers of new employee's start date and duties
- Choose a co-worker to be the new employee's guide and give the guide direction on expectations (welcoming the new employee; having lunch with new employee and manager the first day; being available for questions; checking in with new employee daily for the first couple of weeks then weekly for the first 3 months)
- Plan meaningful work assignments for employee's first few days
- Call or email with reminders if employee hasn't submitted I-9 paperwork by the agree-upon date
- Set up employee's workspace with office supplies

ON THE NEW EMPLOYEE'S FIRST DAY

- Meet the employee at the designated time and location and welcome him/her
- Introduce co-workers and give department tour (including break room, restrooms, parking, office space, etc.)
- Provide a tour of the campus or center
- Take employee to get YC ID card if he/she doesn't already have one
 - ID available directly at Prescott, Verde Valley, Prescott Valley, CTEC locations; photo available at Chino Valley location with ID to be picked up later
- Direct employee to pick up keys at proper location depending on campus/center
- Assist the employee with initial YC system login, setting up multi-factor authentication, and required system access through Access Management
 - Make sure you have a current list of the accesses that your employee needs, such as Banner, Network Shares, IT Admin Access, Remote Access, M-Files, Web Applications
- Assign meaningful work assignments for first day and the first week (reviewing web site, reviewing share drives, documents, procedures, learning email and calendaring, observing co-workers, attending meetings)

DURING EMPLOYEE'S FIRST WEEKS

- Review functions of your department- goals, structure, management, interaction with other departments and where employee fits within the structure
- Review required online trainings (after first pay period) and due dates
- Help employee schedule in-person trainings (New Employee Orientation; Outward Mindset; Department trainings)
- Review email and Outlook calendar protocol and usage tips
- Review how to use accesses requested through Access Manager (once these are available for the employee)
- Review phone use and etiquette for the department
- Present YC Way principles and how they apply every day at YC
- Review YC mission, vision, strategic initiatives, and organizational structure
- Review performance management process and competencies, and set goals for the year
- Share contact information and how to contact supervisor outside of work
- Provide information about emergency contact on campus
- Review pay periods, pay dates, time sheets, how to enter hours or sick/vacation time, other information in Employee Portal
- Introduce employee to other key departments and encourage questions
- Communicate 30-day training plan

AFTER ONE MONTH

- Conduct 30-day one-on-one check in, including progress on goals
- Communicate 30-60-90 day training plan

- Encourage participation in YC training opportunities (<https://www.yc.edu/v6/human-resources/>)

AFTER THREE MONTHS

- Conduct 90-day one-on-one check in, including progress on goals