

Laurel Ridge

COMMUNITY COLLEGE

HUMAN RESOURCES

Employee Onboarding Checklist Catalog for Supervisors

The onboarding checklist catalog is a vital tool designed to help you effectively navigate the onboarding process for all college employees in an impactful and memorable way. Its primary purpose is to ensure that new hires successfully acclimate to the college's culture, processes, and mission, while also making them feel welcomed and valued. Employee onboarding directly supports the mission and core values of Laurel Ridge.

It is our mission to provide a **positive, caring, and dynamic** learning environment that **values diversity** and **promotes community** vitality through our **Core Values**:

- **Learning:** we foster an environment that *ignites and sustains* a passion for *lifelong learning*.
- **High Performance:** we are *focused, responsive, collaborative, and accountable*.
- **Integrity:** we exemplify *honesty, character, and respect* for our communities.
- **Positive Spirit:** we value *creativity, enthusiasm, and a can-do attitude*.
- **Diversity:** we *honor the uniqueness* of individuals and communities.

As you lead your new employees through this process, it's crucial to personally complete most of the checklist. This ensures that essential elements of relationship-building and connection are established. While some administrative tasks can be delegated to others within your department, certain tasks should be performed solely by you as the supervisor, to support the direct supervisor-employee relationship.

This checklist has been created as a helpful tool for your use. Supervisors are encouraged to keep this checklist in their supervisor files for reference. Please note that this checklist is not to be returned to HR or is inclusive of all tasks that may be needed for each department.

Best,

JoAnn Ellwood

JoAnn Ellwood

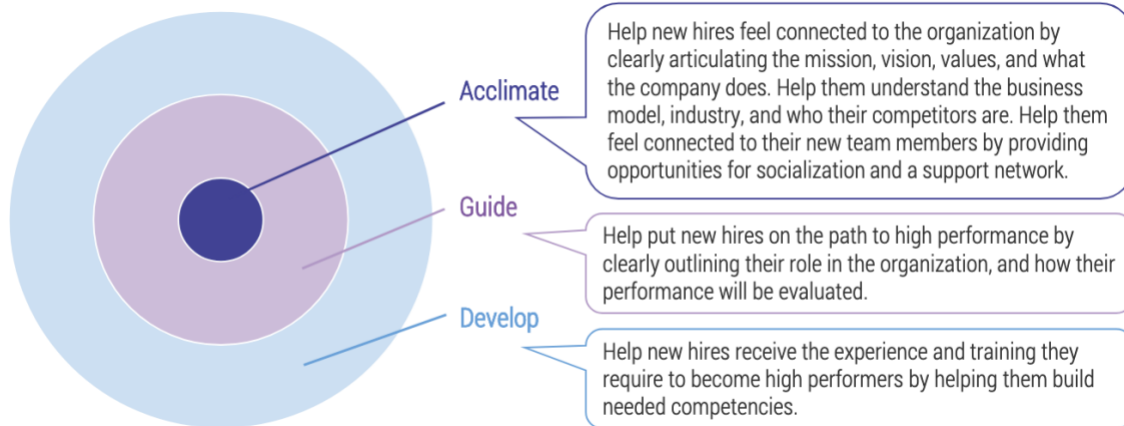
AVP, Human Resources

This document is a catalog of different onboarding initiatives that together comprise an onboarding program.

Ideas have been sorted into each of the three critical components of onboarding: **acclimate**, **guide**, and **develop**.

To use this document, flip through the ideas and adopt where appropriate.




McLean & Company




Denotes an essential onboarding activity that is minimally recommended for all employees.

Acclimate




Before the New Hire's First Day



-  **Welcome your new hire.** Avature provides a template for supervisors as a resource. The email or phone call should detail what to bring on the first day, dress code guidance (including jeans on Fridays), lunch/meals, where to park, etc. Supervisors are encouraged to share information about what to expect on their first day, week, and month. This will help new hires feel comfortable on the first day. Supervisors should request a picture and bio for the welcome email to be sent to the college community.
-  **Share the good news with the college community.** Send a Laurel Ridge Update to welcome and introduce the new hire. Avature provides a template for supervisors to use as a resource. Please ensure the new hire approves any personal information shared with the college community.
-  **Ensure Equipment and Set Up.** Ensure that before the first day, their desk and workspace are identified and cleaned, they are in the necessary systems (Avature will provide you the IT and Security Forms), and they have the equipment required. Avature will provide you with the Key Request form (if needed). Prepare the workspace to

include an office desk, chair, laptop, telephone, garbage receptacle, writing materials, and general office supplies. Ensure the workspace is clean and welcoming. To submit a facilities request, please go to the Laurel Ridge Intranet under Processes. If working virtually, ship the equipment well ahead to account for any shipping delays.





- **Prepare a Welcome Card.** Encourage managers to have the team sign a welcome card for the new employee and place it on their desk or send an e-card on their first day. This benefit is two-fold: it makes the new hire feel welcomed and reminds the team that a new hire is on the way.
-  **Establish Initial Work Schedule.** Establish the new hire's initial work schedule and then notify Courtney Barnhart at payroll@laurelridge.edu. Please note, in support of onboarding and orientation, new hires will not have access to telework for the initial 6 months of employment.

Once the New Hire has Arrived



-  **Greetings and Salutations.** Plan the first-day activities for the new hires, including greeting them as they arrive in the main building.
-  **Key Communication Channels.** Request a name tag (Avature will provide you the guidance to give your new hire), business cards, and office signage. These forms are available on the Laurel Ridge Intranet under Processes. Ensure the new hire is added to appropriate communication distribution lists. Invite the new hire to appropriate departmental and college governance meetings. Invite new hires to appropriate college events (e.g. all college day, commencement, employee recognition, winter gathering, Open Forums, etc.) Complete the online directory submission form for the new hire (Intranet/Processes). Share appropriate Outlook calendars with new hires, including team calendars and any college-wide calendars. Review and submit the cell phone stipend form (if applicable).
-  **Conduct a Campus Tour and Provide Introductions.** Regardless of the role of the new hire, they must understand where each department works. Conducting this building tour will build the new hire's confidence in getting around and allow them to meet key stakeholders. During the tour, please stop at the police desk to help them obtain their College ID. If applicable, schedule time to visit other campuses and meet stakeholders who aren't located at the primary campus regularly.
- **Arrange a Team Lunch.** Arrange for the new hire's lunch on the first day. Encourage new hires to lunch with their team members over their first week. This will allow new hires to meet their team in a more relaxed setting. Share lunch spots on campus and where they can store food. Share the list of [local lunch](#) places. Often it can be confusing to identify where to eat.

-  **Visit HR.** Visit HR to complete I-9 documentation (required by the third day of employment). Note, that this is also available as a virtual service by human resources, and employees are notified of this during onboarding. HR will also provide the new hires with a welcome card and gift.
- **Perfect Pair Buddy System.** Pair new employees with a “buddy” for their first few months of employment with the organization (match the length of your onboarding process). This buddy can help guide the new employee, answer straightforward questions, and introduce them to the culture. Choose a buddy in a similar role to the new employee. Take the time to outline expectations with buddies and thank them for their contribution to the team and college.
-  **View College Orientations.** Schedule time for the employee to view the Laurel Ridge Orientation sessions, available on demand. This will allow new hires to understand how all departments in the organization run rather than just their own. In addition to a more holistic understanding of the organization, this will help new hires identify connections to make and build networks throughout the organization. Please have new hires complete the orientation sessions within the first month of their employment.


Guide

-  **Supervisor Availability.** It's important for supervisors to be available during an employee's first day and week. We encourage supervisors to keep their schedules open on the employee's first day and avoid taking leave or working remotely during the first week. If this is not possible, supervisors should delegate responsibilities and ensure the employee has a clear schedule and tasks for their first week.
-  **Reiterate Organizational Objectives.** Review College and departmental strategic goals, mission, vision, and values. Managers and their new hires work together to set relevant individual goals that will help to drive overall organizational objectives.
-  **Review the Employee Work Profile (EWP).** A review of the EWP or job description is critical because it clarifies expectations of their role, responsibilities, and expectations of their position, helping them align their efforts with organizational goals. The EWP helps new hires prioritize tasks, facilitates performance management, identifies necessary skills, promotes open communication, and ensures compliance with legal, regulatory, or organizational compliance tied to their role.
-  **Review the Performance Appraisal Process.** Review the performance appraisal process and when they can expect their first performance appraisal. This does not have to happen right away but can provide valuable context for when employees can expect

formalized feedback. Discuss the plan to review performance and on-the-job training at regular intervals per performance management policy. (For example: 3 months, 6 months, 9 months, and at probationary end at 12 months for Classified Staff).

-  **Establish Regular Coaching and Feedback Sessions.** Encourage managers to hold regular coaching and feedback sessions with new hires. Hold daily or bi-weekly check-ins for the first few months. After the first month, re-assess the new hire's needs and adjust the frequency as necessary, keeping in mind that remote workers often require more frequent feedback than in-person workers. Continue to provide regular, specific feedback and coaching.
-  **Align Expectations.** New hires will receive an email from Courtney Barnhart with directed guidance on completing timesheets and leave request submissions. Review your expectations for requesting leave and call-out notification procedures. If your new hire is an essential employee, please review your expectations and procedures for callbacks and emergency closures.

Develop

-  **Complete DHRM Training.** Schedule time for the employee to complete the required Department of Human Resources (DHRM) Training at the Virginia Learning Center (VLC). Please complete the required training within 30 days of your first paycheck.
- **Organization-wide Training Initiatives.** Provide training on systems, processes, language, or programs that are relevant across the organization (e.g. procurement process, state vehicle, mileage reimbursement, etc.). Avoid holding all these sessions at once. All-day training can be draining.
- **Department Training Initiatives.** Identify any VCCS or department-specific training initiatives that can be done virtually or in person. Remember, not all training needs to happen immediately. Identify if training can be spread out to make it more memorable.
- **Job Shadowing.** Pair new hires with an individual who is currently in their job. Have the new hire shadow the current employee's tasks to help them gain an understanding of what success looks like. Be sure to pair new hires with employees who are performing at or above expectations. Do not ruin the enthusiasm of new hires by pairing them with a poor performer.
- **Individual Development Plan.** Supervisor and new hire will work together to create an individual development plan to develop the employee's proficiency in key competencies.

- **Learning Opportunities.** Introduce the employee to Linked In Learning, Educational Assistance, Continuous Learning, and Professional Development programs. Refer the new hire to their assigned HR consultant for further information and guidance.
- **Discuss Short and Long-term Career Objectives.** After the three-month review, supervisors are encouraged to have a conversation with their new hires regarding their short- and long-term career aspirations. This helps guide potential development. Transparently explain that equal employment opportunity requires positions to be publicly recruited. Provide examples of employees who have been with the college for several years and have moved upwards or laterally at the College. Supervisors may reach out to their HR consultant for additional resources and guides on career pathing.
- **Reflective Journaling.** Create a journaling document to help the new hires record all the information they're learning. Include prompts such as "How will this help you in your new role?" or "Is there anything missing from what you've learned?"



Thank you for your contributions to making onboarding effective for all new employees.