

**Employee Onboarding Worksheet**

Check off topics as they are covered. If a topic is not applicable, please mark **N/A**.

**Position Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Hire:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prior to First Day:**

* Prepare workspace and arrange for office supplies
* Provide Desk Calendar and Academic Calendar as applicable
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* Business Cards: Confirm Name/Certifications/Degrees - Order via Procurement Services
* Order name plate for door/ desk/ office/ badge
* Order employee name tag: Send requisition to Business Office/Purchasing
* Contact HelpDesk to have computer and other office equipment set up
* Set up access to Colleague via HelpDesk: Open an Account
* Set up access to Multifunction Drives/Copiers.
	+ For all requests, please include Username, User Email Address, ID #, and Approved Cost Centers.

**Day #1 at Main Campus with** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* General Business
* Employee- go through sign-up process for computer access
* Ordering Supplies: If employee will be responsible, contact **Business Services**
* Request Keys - Complete Key Request Form
* MID Alert - Set up Emergency Alert account/Inclement Weather Notification
* Staff Directory – Link on MID’s home page
* Campus tour/Photo ID (if not already completed during New Employee Orientation)
* Restrooms, Break Areas, Library, Books & Beans
* Location of Lunch Storage, Restrooms, Office Supplies, Fax, Copy Machine
* Use of Campus Mail (explain list serves)
* Be sure to visit both campuses for tours (this may need to be done on separate days)
* Explain on Campus Parking
* Hours of Operation of the Department/College
* Meet with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (at \_\_\_\_\_\_\_ Campus) -Future plans and goals for the Department
* Meet with departments or individuals with which the new hire will work most closely
* Introduction to Chairs, Deans & Vice Presidents (if they are available)
* Supervisor philosophy
* Relationship Expectations - Behavior likes/dislikes/dress code/lunch/hours/schedule
* Direct Reports (if applicable)
* Peers - Who should employees develop relationships with to be successful at MID?
* Division Overview
* What a typical day looks like - Hours, Percentage of Time in Meetings/Staff Support, Student Support, Public Interactions
* Expectations of working some weekends, evenings, and possibly times the rest of the college is closed
	+ College Closure Procedures for inclement weather
* Will this position participate in Major Programs and Activities that occur at or in conjunction with Leadership Programs?

**The Student Adventure** – Independent or Coordinate with Admissions if you choose to (Optional)

* Walk through the Student Application Process as a new student -Including picking a major and learning of Support Services for students

**Day #2 at Work with** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Current Office Policies and Procedures discussion with: **Supervisor**
	+ How is leave time scheduled?
	+ How should employee communicate with Supervisor if they will be late or absent?
	+ What is the current workflow in the office?
	+ Why we do things the way we do at MID?
		- Discuss Enduring Goals
	+ Meetings one-on-one with each Direct Report
	+ Explore the MID Portal (this is also done at NEO)
	+ Discuss the Shared Governance System and get the Employee Engaged with a Committee

**Open Department Jobs**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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
* Reimbursement Pay Rates Cycle of direct reports- Student Workers

**Day #3 at Work with:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Spend the Day with New Employee in their area
* Tour around area, Office, Campus, and Department.
* Review Equipment, Software, Filing, etc.
* Review \_\_\_\_\_\_ Schedule
* Review Current Listings of Deadlines, Projects, etc.
* Pay Rates of Direct Reports (if applicable)
* Student Workers (if applicable)

**Day #4 at Work with:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Scheduler: Process for Reserving Vehicles/Rooms
* Staff Process for Purchasing
* How to complete an Incident Report:
	+ https://www.midmich.edu/departments/human-resources/forms
* General Housekeeping items

**Day #5 at Work**

* Review of the MID Student (if applicable)
* Student Engagement
* Multicultural Advisor
* Honors
* International
* Judicial
* Review of Senate Policies
* Review and Support the College Wide Professional Development Opportunities

**Day #6 at Work (Specific To-Do List)**

*Examples:*

* Join a Shared Governance Committee
* Project: Connect with Lillian Frick in the Business Office to discuss the Budget for the Grant.
* Project: Meet with Broadcasting and Explore Options for Technical Center Based Segment.
* Task: Meet with Multimedia Production Coordinator to obtain professional headshot.
* Supervisor Role: Supervisor will schedule a meeting time on employee's calendar for the following:
	+ Know your Resources: Procedures Manual and other Policy Resources
	+ Recruitment Process, Onboarding, HR Action Forms (Director of Talent Acquisition)
	+ Family Medical Leave/ Worker’s Compensation (Director of Talent Acquisition)
	+ Timesheets Submissions, Leave Requests, Payroll (Payroll Technician)
	+ Department Budget (VP of Finance- Lillian Frick or Accounting Manager)

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

**If you have any questions during or after your initial onboarding process, feel free to contact Human Resources at x. 504.**

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**