Welcome to WWCC!

FIRST DAY

Welcome Packet – Your supervisor may provide you with a welcome packet that includes information that will be helpful to you (position description, payroll calandar, instruction calendar, schedule, campus map).

Email – Your email should be set up and accessible through Outlook. If you have problems with this or any other network system you can submit an IT Ticket or if it's urgent, by phone or in person at the help desk counter.

Warrior Link – This information system (PeopleSoft) is used in conducting college business. Feel free to visit the website and familiarize yourself with Warrior Link: https://warriorlink.wwcc.edu/
- ☐ An Employee ID (EMPL ID) will be assigned to you.
- ☐ Log in and review your personal information in the Employee Self-service tile.
- ☐ Time leave reporting and Absence requests are in the Time tile.
- ☐ Trainings to navigate your way around Warrior Link are available on the Warrior Link webpage.

Visit HR – If you have new hire paperwork to turn in, such as your I-9 documents and/or have any questions, please visit the HR office in building D, office 60. If you have questions you can also email HR at HR@wwcc.edu.
Visit our WWCC HR webpage for additional resources.

FIRST TWO WEEKS

New Employee Trainings – New Employee Training will be assigned to you by HR. You will receive an email with additional information. You have **one month** from your start date to complete the trainings.

Review Personnel Policies - HR will provide you with a list of college policies that are to be read and acknowledged.

Benefit Orientation – HR will set a meeting with you to review benefit and retirement options.

Employee Handbook - Familiarize yourself with the Employee Handbook.

FIRST MONTH

The first month is for **LEARNING!**
Become familiar with:
- ☐ Vision & Mission & Institutional Values
- ☐ Campus Map
- ☐ Organizational Charts
- ☐ Strategic Planning
- ☐ Governance

☐ [Clarkston Campus](#)
☐ Coyote Ridge Corrections Center and Washington State Penitentiary

☐ Learn current departmental operations (as applicable)
  ☐ Budgets
  ☐ P-Card
  ☐ Business Services
  ☐ Travel Authorization
  ☐ P: Drive (shared drive)

☐ Review your position description

FIRST THREE to SIX MONTHS

In the first 90 days you will gain **CLARITY** and learn to **ALIGN** your everyday work to organizational priorities.

☐ Relate your role to that of that the [strategic plan](#).
☐ Clarify current processes and procedures.
☐ Familiarize yourself with the key stakeholders of your position and identify the surrounding framework and needs.
☐ Identify quick wins.
☐ Seek feedback from supervisor regarding tasks and projects completed.
☐ Regularly communicate with supervisor or human resources if you have any questions regarding policies or procedures.

Your supervisor will also work with you on to develop the "**Four C's**" skillset. These are priorities for employee success. **C**ritical thinking, **C**ommunication, **C**ollaboration and **C**reativity:

☐ **Critical thinking and problem solving**—the ability to make decisions, solve problems and take action as appropriate.

☐ **Effective communication**—the ability to synthesize and transmit ideas in both written and oral formats.

☐ **Collaboration and team building**—the ability to work effectively with others, including those from diverse groups and those with opposing points of view.

☐ **Creativity and innovation**—the ability to see what's *not* there and make something happen.