



WALLA WALLA COMMUNITY COLLEGE

SUPERVISOR CHECKLIST: ONBOARDING NEW EMPLOYEES

Employee Name: _____

Anticipated Start Date: _____

BEFORE THE FIRST DAY:

Office space

- ☐ Identify office space; ensure it is clean with appropriate furniture, desk and file space
- ☐ Complete and sign a [key request](#) and forward to Facility Services
- ☐ Locate surplus furniture or purchase if needed
- ☐ Submit a [facilities work order form](#) for lighting, repair, or moving furniture, if appropriate
- ☐ Order [business cards](#) and [office signage](#) through marketing (placard outside office door, or desk name plate, if applicable) make sure you know the preferred name for the business cards & signage.

Computer and/or telephone hardware- Submit [IT ticket](#) for the following items

- ☐ Check to ensure the workspace has adequate IT equipment
- ☐ Computer and phone set-up; indicate what drives and printers are needed and include email distribution lists
- ☐ Indicate if you need to purchase new equipment, contact IT.
- ☐ Identify computer software or access needed

Other Items

- ☐ Request a [College Procurement Card](#) (P-Card) from Business Services, if applicable
- ☐ Send an informal announcement via email to department announcing the new employee and their start date
- ☐ Send a Welcome Email to new employee that includes the time, location (with map), contact person for their first day, where they should park, etc.
- ☐ Gather important documents and resources for a "**Welcome Packet**," which can include:
 - ☐ Agenda for first day
 - ☐ Campus map
 - ☐ Organizational chart
 - ☐ Instructional calendar
 - ☐ Holiday schedule
 - ☐ Department specific brochures/ marketing materials
 - ☐ Schedule for first two weeks
 - ☐ Payroll Dates
 - ☐ Swag item to gift on their first day
 - ☐ Position description (for review and signature)

On the *FIRST DAY* your employee needs:

- ☐ An Agenda for the first day that can include:
- ☐ A quick office/department/building tour
 - Restrooms
 - Location of printers and extra paper
 - Closest dining area, place to get coffee and tea, vending machines, lunchrooms and kitchen areas



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- Emergency and first aid supplies, emergency exits, and fire extinguishers
- Mailroom
- Other departments the employee will frequent
- ☐ Visit HR for I-9 documentation
- ☐ A plan for lunch- arrange for department members to eat with new employee (*highly recommended*)
- ☐ A trip to facilities to sign and receive office key
- ☐ A trip to the Student Activities Center to take picture for ID
- ☐ Arrange with IT to provide employee with computer login information (ID and password)

During the *FIRST WEEK*:

- ☐ Review ctcLink Time and Leave Reporting Tutorials ([Payroll](#) FAQ)
- ☐ Expect emails from HR within a week regarding assigned employee training and a meeting invite to review benefits with employee
- ☐ Review the [SSO dashboard](#)
 - Review NEOGOV's [Dashboard User Guide](#)
- ☐ Review position description with employee – sign and return to HR

During the *FIRST MONTH* your employee may also need additional training:

- ☐ How to navigate [WWCC online resources](#)
- ☐ How to set-up Zoom voicemail
- ☐ How to create an email signature
- ☐ How to submit a Facilities/Custodial work request
- ☐ How to reserve rooms in 25 Live
- ☐ How to submit travel requests, purchase requisitions, check requests, or payroll authorizations
- ☐ How to submit an IT Help Desk

May also need to know (as applicable):

- ☐ How their performance will be evaluated; discuss and set goals.
- ☐ How department budgeting procedures work (Dept. Code, Object Code)
- ☐ How to best communicate with you (email/phone/text)
- ☐ WWCC's Mission, Values, Guiding Principles and Strategic Plan

Additional recommendations:

- ☐ Identify and address learning needs; software (e.g. Microsoft Office); equipment; WWCC specific tools or procedures; business skills; reference materials, 1:1 training by a colleague, etc.
- ☐ Complete assigned HR trainings

Other Suggestions:

- ☐ Review [WWCC Directory](#) information and ensure it is correct (telephone and office location)
- ☐ Add upcoming meetings and other important dates via Outlook
- ☐ Sign up for department or position specific listservs
- ☐ Add/share Outlook Calendars

The [WWHR webpage](#) and Neogov Onboard page has additional resources that you may find helpful.