



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, if applicable)
- Computer and/or telephone hardware
 - Check to ensure the workspace has adequate IT equipment
 - Submit [IT Ticket](#) for computer and phone set-up; indicate what drives and printers are needed and include email distribution lists
 - If you need to purchase new equipment, contact IT.
 - Identify computer software or access needed on your [IT Ticket](#)
- 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 and 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

On the **FIRST DAY** your employee needs:

- An Agenda for the first day that can include:
 - A quick office tour
 - Restrooms
 - Location of printers and extra paper; department’s copy code
 - Closest dining area, place to get coffee and tea, vending machines, lunchrooms and kitchen areas
 - Emergency and first aid supplies, emergency exits, and fire extinguishers



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- 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 (recommendation)
- 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)
- Review position description with employee – sign and return to HR

During the **FIRST WEEK:**

- Review WarriorLink Employee Time and Leave Reporting Tutorials
- Expect emails from HR within a week regarding assigned employee training and a meeting invite to review benefits with employee

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

- How to navigate WWCC online resources
- How to set-up voicemail
- 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 a request for ITV set-up or laptop/projector checkout
- How to submit a IT Help Desk Ticket

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, Core Themes, 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 HR assigned trainings

Other Suggestions:

- Check that WWCC.edu Directory information is correct (telephone and office location)
- Add upcoming meetings and other important dates via Outlook
- Add to external software/social media accounts
- Add/ share Outlook Calendars



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DURING the **FIRST SIX MONTHS:**

- Supervisors should work with employees to develop the “**Four C’s**” skillset: Critical thinking, **C**ommunication, **C**ollaboration and **C**reativity – These are priorities for employee success.
 - **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.

- Review key stakeholders of their position and identify surrounding framework and needs.

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