

Managers' Guide for Employee Onboarding

This guide provides managers with necessary and recommended steps when employees are newly hired or transfer into their departments.

Before Employee's Start Date with the College:

- Submit a request through School Dude with the Facilities Department to prepare the work space; including: furniture, name plate, keys, etc.
- Request any office technology moves by completing the [Office Technology Move Request Form](#)
- If new employee is transferring from another MCC department, previous manager should submit an [Exit Form](#) in Interview Exchange and also submit a Service Desk Ticket with IT to disconnect access to department specific files and systems.
- Confirm with HR that MCC email account has been created
- Submit the [Employee Request For Technical Services Form](#) to IT for network, share drive, and department specific systems access
- Submit the [Technology Request Form](#) to IT for any equipment needed
- Submit a Service Desk Ticket with IT for access to any office specific email accounts
- Complete the [Telephone/Voice Mail Request Form](#)
- Ensure that new employee has connected with HR to schedule a benefits orientation meeting
- Connect with new employee to ensure they are aware of expectations for the first day including their schedule of hours, work location, first day meeting point and parking
- Confirm with new employee if they have any prescheduled commitments requiring time off upon hire
- If applicable, request from Finance access to state finance applications, including but not limited to, HR/CMS, MMARS, EOTSS, etc.

After Employee's Start Date with the College:

- Greet your new employee upon arrival by giving them a tour and making introductions to the team
- Update your own employee email group to include your new team member at department and division events
- Update department webpage to include new employee's contact information
- Notify new employee to review and update directory information; See [Guide for Updating Directory Portal Profile](#)
- Provide new employee with on-the-job training and any necessary peer to peer training/mentor
- If new employee is directly supervising staff, provide new employee with an overview of the departmental/division structure and ensure that they are trained on Self Service timesheet approval
- Ensure new employee completes all required trainings through Office of Professional Development
- If new employee is eligible for telework, determine timeline for telework eligibility, discuss future telework schedule and have new employee connect with HR to submit telework application
- Encourage new supervisors/managers to enroll in Managers' Institute for ongoing professional development
- Schedule periodic check-ins with new employee to ensure they are adjusting well to their new role and to establish work expectations
- Evaluate AFSCME probationary employees at the 3-month and 6-month anniversary milestones
- Familiarize yourself with the contract provisions regarding the 6-month probationary period for MCCC Professional Staff
- Encourage new employee to review the MCCC contract, AFSCME contract and NUP policies, as applicable