

**EMPLOYEE INFORMATION**

<b>Name:</b>	<b>Start Date:</b>
<b>Position:</b>	<b>Supervisor:</b>

**Before the first day:**

- Complete network access information.
- Complete key request form.
- Schedule meetings with key people inside and outside of your department.

**First day:**

- After New Employee On-boarding, greet employee, tour work unit and work station, and restrooms.
- Assign a department mentor that will help the employee during this transition.

**Within the first three days of employee beginning their new position:**

- Schedule lunch with the new employee to get to know them on a personal level.
- Share department functions, how employees' position fits, and how department serves the college.
- Job description and responsibilities.
- Performance evaluation system and needs assessment process.
- Technology skills expectations.
- Fax number and mail code.
- Voicemail training.
- Attendance and punctuality expectations.
- Timesheet completion.
- Department procedures (customer service, office coverage, etc).
- Lunch/break schedule.
- Requesting vacation or personal business days.
- Reporting sick, bereavement, injury/accident, etc.
- Working overtime or earning compensatory time.
- College policies: drug and alcohol-free campus, closings, etc.
- Telephone calls (personal, long distance, emergency, etc).
- Campus mail.
- Staff communications (GRCCToday, email, post-it board).
- Staff Development learning opportunities and wellness opportunities (/staff development).
- Compliance training reminder (completed within 30 days of hire).
- College communication regarding closings/emergencies (RAVE system).
- Emergency preparedness: fire, tornado, crisis plan, bomb threat, active shooter (/campus police).
- Community resource handbook (/hrresources).
- Inform employee the President's office will make an appointment for an informal meet and greet.
- Unique department information.
- Is the new employee in a supervisory role? If yes – please contact the HR Generalist for training regarding the performance evaluation system (please read manual provided prior to scheduled training session).

Return original to Human Resources. Copies to supervisor and employee.

**Employee Signature      Date**

**Supervisor Signature      Date**

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