

Onboarding Process

After a position has been offered and HR is notified the following steps may be taken.

____ Communication via email is received from hiring manager to HR with the applicant's name, start date and salary.

____ HR will send an offer via Recruiting Solutions (RS).

New hire accepts

____ HR will send a background invite via Sterling to new hire.

Clear background check – proceed

Consider background check – notify hiring manager for referral

____ HR sends Prepare Hire to Payroll

____ New hire receives email notification email to claim their account and begin the onboarding process. This closes the RS post.

____ HR reviews the position, confirming title, fund/department, reports to information, Exempt/Non-exempt distinction is accurate in the system.

____ HR sends new hire a contract or Notification of Salary

Copy of the signed agreement to: Lisa Mock in the Business Office and Payroll

____ A paper file is created for payroll and HR

____ Provide hiring manager with the onboarding checklist

I-9, ESS, Benefit Review, Data Privacy as applicable, Theft/Fraud training

____ Notify IT, Photography and Data Privacy rep of new employee email account

Manager New Employee Checklist

Prior to first day, determine office location and request:

| Physical Plant | | Information Technology | | Campus Access Control Officer (April) | | Write in Access Needed ie. Perceptive Content |
|----------------|---------------|------------------------|---------------------------|---------------------------------------|-----------------------|---|
| | Set up office | | Phone Ext # | | Data Privacy Training | |
| | Keys/Fob | | Computer setup | | | |
| | | | Add to list serve | | | |
| | | | Add to website directory | | | |
| | | | Access for network drives | | | |

Please touch base with the new employee prior to their first day so they know where/when to report. It is also nice for them to know what to expect and how to dress.

Send email notification to all faculty and staff introducing the new employee. Basically, provide:

- Who is hired
- What is the position/title
- Where they will be located (office #, ext # and email address)
- When they are starting

First week: *Manager, please contact each area to assist in scheduling the new employee to complete the following. Please talk with each area to schedule & discuss what you would like covered as the list below may not be inclusive for your hire.*

| WHO | | WHAT |
|---------|--------------------------------|--|
| Welcome | Manager or representative | Welcome to campus, review expectations. Provide campus directory. |
| HR | Sandy Hageness | Verify I-9 & any necessary documents. Faculty: Teacher's Oath & Official Transcript Review Employee Self Service (ESS) & Benefits DCB Website Review – Faculty & Staff page |
| Tour | Manager or representative | Tour of DCB, sign for keys with Physical Plant Paper & office supply process |
| IT | Jacob Nelson or representative | Provide computer, and review the following: <ul style="list-style-type: none"> • Duo Authentication • Office 365 • Liquid Files • Set up Outlook & Teams • OneDrive/Sharepoint • Show Network/Shared Drive • CTS • Phone (voicemail code) • Obtain website directory information • Printing code |

Manager New Employee Checklist

| | | |
|-------------------|---|---|
| Inst Tech | Mike O'Toole | Training for: <ul style="list-style-type: none"> • Blackboard • Classroom Tech |
| Campus Connection | Gary Albrightson | Class roster, enter grades |
| Trainings | Laura Halvorson Sandy Hageness Lisa Anderson or Business Office representative Leslie Ostreim Other | <ul style="list-style-type: none"> • Title IX • Star Fish Theft/Fraud and Code of Conduct <ul style="list-style-type: none"> • Vehicle Reservations • Student Travel Process • Defensive Driving (as needed) • Purchasing card (as needed) • Payment Vouchers (Account/Fund/Dept #'s) • Expense Reimbursement • Long Distance Codes • Mail Process (codes) Order business cards (if needed) Name tag Email signature & professional photo Assessment Facilities Scheduling DCB App |