

## PREPARE FOR THE NEW EMPLOYEE'S ARRIVAL

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- Once the job offer has been accepted, call or email the new employee to answer any immediate questions. If the new employee is not attending the Human Resources Onboarding Information Session on their first day, discuss what time you expect them at work, confirm the location/address of your area and where to park, and who to report to upon arrival.
- Collect information to give to your team member such as: an organization chart of the department, a phone directory of the department, specific policies that pertain to their new role and responsibilities.
- Send an email announcement to the department, as appropriate, announcing the new employee's arrival.
- A Schedule for the first day in your department/area. Plan welcome activities, a meet and greet appropriate to your department, etc.
- Ensure the new employee's work space is clean and that they have the needed equipment and supplies.



## THE FIRST WEEK

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- Gather department Information – Department mission, strategic plan, professional ethics and confidentiality practices and the departmental standards for confidentiality, teamwork, professional behavior, communication, and customer service.
- Discuss evacuation procedures, hours of operation, policies and procedures for work hours, time and leave reporting, lunch and break policy.
- Location introductions and tour with co-worker – tour of property to include but not limited to restroom, break area, cafeteria, and mailroom. Mail procedures and location of forms and office supplies within the department.
- Provide them with copies of campus map, department guides and manuals and College publications, if available.
- Provide department specific safety and emergency information such as evacuation route, emergency assembly point location, and other critical safety information.
- Review the position description with the employee, describing how the position fits in the department, and how the position and the department contribute to the College.
- Provide budget, finance, purchasing procedures if needed, including rules for use and information about training. Refer the employee to our Finance Department website's "[Finance Tools and Resources](#)". You can also request PantherNet access with the form provided on this webpage.

- Workstation – Submit key request (office, desk, cabinets). Computer orientation (college website, email, Panthernet). Show how to log-in and check e-mail.
- Telephone – Department phone numbers and extensions, dialing local and long distance, call forwarding, voice mail operation, and office etiquette for answering incoming calls.
- Add employee’s name to any email group list, distribution lists, office phone list or website. Establish mailbox, if applicable.



## WITHIN THE FIRST SIX MONTHS

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- Meet with the new employee at the end of the first month and review observations, issues and priorities. Continue to clarify roles, responsibilities, and expectations, as needed.
- Continue providing regular informal feedback discussing productivity, daily assignment and comfort level.
- Assist the new employee with understanding of acronyms typically used in your department and the college. You may be surprised how foreign Palm Beach State speak can sound to a new team employee.
- Ensure any mandatory training has been completed and establish a plan for professional

development and encourage training offered through the Office of Human Resources.

- Review performance and training progress at the end of three months and six months (prior to the end of the introductory appraisal period.)
- Schedule a meeting for an introductory appraisal at the 3-month and 6-month mark. As per board policy [6Hx-18-5.42](#) classified positions require a 3-month and 6-month introductory appraisal and professional positions require a 6-month introductory appraisal. Thereafter, by July 1 of each year, the supervisor shall evaluate the performance of each full and part-time staff member.
- Answer questions and concerns.

## SIX TO TWELVE MONTHS

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- Continue performance management by meeting with your new employee on a regular basis. It is important that you keep a line of communication open and continue to structure some time for questions, information sessions, and training.
- Discuss career development and plans for the future and other professional development opportunities. Refer employee to the [Institute of College Learning](#) website for a listing of opportunities available for relevant technical, interpersonal, leadership and other professional development opportunities for all faculty and staff.
- If performance issues arise during the introductory period, please contact the Office of Human Resources for consultation.