

## New Employee Roadmap

Onboarding begins before you arrive on your first day and continues through your first year of employment. In order to ensure that you receive and keep track of the information you will need in your new role with Palm Beach State College, an Employee Roadmap has been created. The roadmap outlines the required activities and the timeline to complete the Onboarding process.

TIMELINE	NEW HIRE
1st business day of month hired or month after	Attend New Employee Onboarding Session
Within 15 days of employment	Submit Completed Department Onboarding Checklist
Within 15 days of employment	Submit Signed Position Description
Within 30 days of employment	Legal Issues in Higher Education Accommodating Disabilities Harassment & Discrimination Prevention FERPA Diversity: Inclusion in the Modern Workplace College Safety Training Information Security Training COVID-19
Within 30 days of employment	Complete New Hire Experience Survey online
Within 2 months of employment	Campus/Department Welcome (department)
After 90 days of employment	Enroll in appropriate Professional Development training
6 months	Submit Probationary Talent Review (department)
Annual	Submit Annual Talent Review for period between Probationary Review and fiscal year end