New Hire Onboarding Checklist – For Hiring Managers

New Hire Name: **Position Title:**   **Hiring Manager Name:**   **Start Date:**

Check Box to Confirm Each Activity is Complete	
Prior to Start Date – Information Technology Needs	
	Once New Hire is entered into Banner, they will receive an email to activate their account. Once this is complete and CC Acc information is known, initiate appropriate request form for access to systems.
	Consider New Hire's technology equipment needs (e.g. laptop, monitors, headphones, phone extension, voice mailbox) a

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	Ensure New Hire is assigned to a Governance Council. The Council Selection form can be found here
	If MCCC Unit Professional, complete E7 Job Description Form be assigned by Human Resources
	Add New Hire to regularly occurring meetings (e.g. team meetings, college meetings)
	Schedule check-ins with New Hire throughout first month to answer questions and fill gaps
	Help New Hire register for SSTA and assist with putting hours for first week

Provide an understanding of the area around campus, restaurants, banks, gas stations, other place (t)-2 i42 351.84 Tm [(