

NEW EMPLOYEE ONBOARDING PROCESS FOR EMPLOYEES

Date Completed	Item
Pre-orientation:	
	Complete the online background check.
	Complete the Sexual Misconduct Declaration and Authorization form.
	You will receive an onboarding email with your new hire letter.
	You will receive a new employee orientation email and invitation one week before the orientation.
Post-orientation check list for new employees:	
	Do you know how to submit your work hours in ctcLink?
	Do you know how to get an EdPass and parking pass?
	Do you know how to access your online pay information/leave balances?
	Do you know who your benefits rep is?
	Do you know where to find food services, the library, and the bookstore?
	Do you know where to park?
	Do you know how to log on to your computer?
	Do you know how to access your email?
	Do you know your break and lunch times?
	Are you familiar with your overtime information?
	Do you know what the pay dates are?
	Do you know how you will receive your paycheck?
	Do you know who to contact with payroll questions?
	Do you know how to contact the IT help desk for computer issues, etc.?
	Do you know your ctcLink ID ?
	Do you know when your probation will end?
	Do you know when you can start using sick leave, vacation leave, etc?
	Do you know how to notify your supervisor when you are going to take leave/arrive late/leave early?
	Do you know when you should expect your first performance review?
	Do you know when you will receive any pay raises?
	Do you know who the Title IX Officer is?
	Do you know how to access the Compliance Training courses in Canvas?
	Have you completed all seven Compliance Training modules across the two Canvas Courses?
	Have you reviewed your benefits information in Benefits 24/7 and reached out to your rep with any questions?