

ILLINOIS EASTERN COMMUNITY COLLEGES
Full-time New Employee Onboarding and Orientation Process
Department/College Responsibilities

In the HR universe, the new employee orientation and mainstreaming process is becoming known as “employee onboarding.” Keeping in mind that you never get a second chance to make a first impression, we should make absolutely sure that new hires feel welcomed, valued, and prepared for what lies ahead during the new employee orientation or onboarding process.

NOTE: *All employees must attend a district-wide orientation session.* We will try to coordinate with the college and schedule the new employee for the District New Employee Orientation on their first day. However, this sometimes does not work with everyone’s schedules.

RECOMMENDING A CANDIDATE – Forms to be complete **by the College / Supervisor / Selection Committee Chair:**

- | | |
|--|---|
| <input type="checkbox"/> Affirmative Action Recruitment Report | <input type="checkbox"/> IT Request |
| <input type="checkbox"/> Candidate Evaluation Form | <input type="checkbox"/> Memo to Recommend Hire, from President |
| <input type="checkbox"/> Datasheet | <input type="checkbox"/> Reference Check forms |

AFTER THE CANDIDATE IS APPROVED BY THE BOARD: The day after the employee is approved by the Board, the director supervisor should contact the employee to let them know their employment was approved. The list below is intended to assist you in making sure you cover all of the relevant information in this initial phone call:

- | | |
|---|--|
| <input type="checkbox"/> First date of employment | <input type="checkbox"/> Where to park when they arrive |
| <input type="checkbox"/> Time to report for work | <input type="checkbox"/> Recommended attire |
| <input type="checkbox"/> Where to report for work | <input type="checkbox"/> Any items needed for the first day (2 items of identifications, typically driver’s license and social security card.) |
| <input type="checkbox"/> Who to ask for when they arrive | |
| <input type="checkbox"/> Contact information for supervisor | |

DURING THE FIRST WEEK OF EMPLOYMENT - The Department/College process should include information about the function of the department and relationship to the total organization, tour of the facility and introductions to co-workers, obtaining supplies, mail procedures, expense reimbursement, and use of the computer, telephone, copy machine, and other office machines as appropriate. Make sure the employee’s office area, if applicable, is set-up with supplies so that they can begin work on their first day. This is also why we ask that the IT request be completed during the recommendation process, so that ALL IT services are ready on the new employees first day of work.

The following information should be explained and/or given to the employee **by the College and/or Supervisor:**

- | | |
|--|--|
| <input type="checkbox"/> Assign building keys | <input type="checkbox"/> Parking Permit/Pass |
| <input type="checkbox"/> Budget process, for supervisors | <input type="checkbox"/> Payroll Procedures & Deadlines – Review |
| <input type="checkbox"/> Campus Tour (including restrooms, cafeteria, copy machine, mailroom, etc.) | <input type="checkbox"/> Time Sheets – Review Department / College timelines for submitting timesheets |
| <input type="checkbox"/> Car Checkout Process | <input type="checkbox"/> Work Schedule |
| <input type="checkbox"/> Copy machine code | FOR FACULTY: (Dean) |
| <input type="checkbox"/> Dress code (casual Friday) | <input type="checkbox"/> Ordering Books |
| <input type="checkbox"/> Job Description - Review | <input type="checkbox"/> Developing Syllabi |
| <input type="checkbox"/> Leave Requests/Absence Reports – Review the Department / College procedures | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Monthly expense report | |

☐ Other _____

The following forms to be completed for the employee **by the College and/or Supervisor:**

☐ Oral English Language Form (Faculty only)
☐ PCS/CIP (Faculty only)

☐ Qualified & Competent Form (Faculty only)
☐ Banner Security Form (Only if the employee will need Banner access)

☐ Other _____

NEW EMPLOYEE ORIENTATION, FACILITATED BY THE HR DEPARTMENT – The following items will be discussed with the new employee at the District New Employee Orientation:

- Insurance (Medical, Dental & Life)
- History of IECC
- The Mission
- Services/Degrees offered
- Who's Who in the District Office
- Highlights of Policies and Procedures
- Holiday Schedule
- Payroll Dates
- Descriptions of all Leave time available, including FMLA, and their leave balances
- SURS (Website, Enrollment and information about Disability through SURS or Voluntary Disability purchase)
- Tuition Waivers
- College "Perks" (Discounts)
- 403b – Tax Sheltered Annuity
- Evaluations
- Timesheet entry or Leave time entry

3/2015