

Employee:  
Mentor:  
Onboarding Coordinator:

Role	Pre-Arrival	Arrival	First Month	1st Semester	2nd Semester	Notes
Onboarding Coordinator	*					
IT						
Assoc. Dean						
Mentor						
Student Services						
Fac Adm Asst						
Course Coordinator						

\* Insert date OC checked with role holder on progress made on checklist

## Onboarding Coordinator

Employee:

Mentor:

Onboarding Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival	Printout Onboarding checklists, review and customize		HR
	confirm offer/acceptance with President of College		HR
	Call officially welcome the new employee to MCON, run through job offer checklist		HR
	Schedule Pre-employment physical, drug screen		
	complete PAN and close out requisition in Lawson		
	Meet with HRS Data Center to get employee entered into Lawson		
	Create an onboarding schedule for new employee		
	Assign onboarding mentor for new employee's first year on the job		
	Send employee welcome letter include: Benefit information and website location for materials		
	coordinate prep of new employee's work area, including phone and computer		
	Send an announcement via email to the department announcing the new hire and start date (include social committee in Welcome)		
	Order business card and name plates for office		
Arrival	Meet new employee in Morrison Room before Day 1 Orientation begins		If not completed before arrival
	Schedule Hiring Director, President of the College and HR Director to meet new employee for lunch on Day 2 Orientation		Add mentor if possible
	Meet new employee in Lobby on 3rd day, distribute keys and show them to their office		if they have already moved in, meet in office
	Give college tour and introduce to faculty and staff		tour includes, basement classrooms and lab, 1st floor classrooms, lab, and student lounge, 2nd floor offices, faculty lounge, faculty workroom, 3rd floor offices, bookstore, math/writing lab, 4th floor dorms, LRC, Library

	Review Guide for New Members of the Faculty		
1st Month			
1st Semester	Emergency disaster		Fire & Tornado drill, location of fire extinguishers, pull alarms & exits
	Employee Incident Reporting		incidents to be reported & procedures, location of forms
	MSDS Online Training		
2nd Semester	Debriefing and focus group on onboarding process		

## IT Department

Employee:

Mentor:

Onboarding Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival	Blackboard Training		
	IT Tutorials		
Arrival	Blackboard Training		If not completed before arrival
	Classroom Equipment		
	IT Logins		
1st Month	CAMS		
1st Semester	Software Training		
2nd Semester			

## Assoc Dean

Employee:

Mentor:

Onboarding Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival	Teaching/clinical Assignments		Team-teaching 1st semester if possible, no development of new courses
	Online/Guidebook		Overview of College
			Academic Calendar
			Calendar of Events
			Mission, Vision, Philosophy, Program Outcomes
			Organizational Chart
			Faculty ByLaws
			Committee Descriptions/Functions
			Faculty Assembly
		Diversity Plan	
Arrival	Review Job description, responsibilities and expectations		
	Review expectation of students		
1st month			
1st semester	Explain Peer Review process		
	Explain Theory and Clinical Evaluation process		
	Explain Performance Evaluation process		
2nd Semester	Research for faculty		
	Conference \$ available		

Committee Assignments		
Advisor Assignments		
Level, Course, Clinical Coordinator Assignments		
Review and discuss faculty performance		

## Mentor

Employee:  
Mentor:  
Onboarding  
Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival			
Arrival	Introduction		Can be by phone or email, set up first in-person meeting
	Schedule initial meeting		In person, over lunch or dinner
	Have mentee complete biographical profile		Bio Profile can be found on Share drive in the CON FileShare folder > Onboarding folder
	Meet with mentee and complete Link-up Agreement		Link up Agreement can be found on Share drive in the CON FileShare folder > Onboarding folder
1st Month	Tour of Medical Center		
	Tour of Community Agencies		
	Faculty Senate/Assembly information		
	Meet for Social Time		
	Maintain regular contact with Mentee using various methods of communication		
1st Semester	Meet for Social Time		Minimum once per month
	Maintain regular contact with Mentee using various methods of communication		
	Help Mentee gain exposuer across functions and sites within the college		

	Provide feedback to the Faculty Development Committee on the mentoring process		
	Schedule time to observe teaching in classroom/clinical site and provide feedback		Work with Eli on checklist, what to look for, how to give constructive feedback, etc.
	Act as a sounding board and give advice and input to Mentee		

2nd Semester	Meet for Social Time		
	Maintain regular contact with Mentee using various methods of communication		
	Provide feedback to the Faculty Development Committee on the mentoring process		
	Attend end of year mentee/mentor lunch and focus group		

## Fac. Admin Asst

Employee:

Mentor:

Onboarding Coordinator:

Time Frame

Checklist Item

Date Done

Notes

Pre-Arrival

Arrival

Explain roles of all administrative secretaries and executive administrative assistants		
Room requests and set up for college and clinical site		
Printing requests		
Report maintenance problems		
Ordering textbooks		
Workroom		
Supplies on hand/requests		
Copy machine		
Scantron		
Fax		
Office		
Telephone (in-house calls, transfer calls)		
Voicemail		
Misc Items		
Emergency (weather, fire drills)		

1st Month

1st Semester

2nd Semester

## Course Coordinator

Employee:

Mentor:

Onboarding Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival			
Arrival	Orientation to clinical site		
	Site visit		
	Meeting with Clinical stie contact (nurse manager)		
	Unit specific information packet		
	Expectations of students		
	Clinical Assignment		
	Clinical Site Assessment tool		
	Student clinical evaluation form		
	Medication Error and Event Rerpot form		
	Clinical Site approval form/responsibility		
	Clinical experience/instructor absence policy		
	1st Month	check in	

1st Semester

2nd Semester

## Student Services

Employee:

Mentor:

Onboarding Coordinator:

Time Frame	Checklist Item	Date Done	Notes
Pre-Arrival			
Arrival	Student Services contact list and duties		
	Introductions to staff		
	Math/Writing Lab		
	LRC		
	Library		
1st Month			
1st Semester	Student Health Services		
	Student Counseling Services		
	Student Injury Reporting		
	Add/Drop policy		
	Failure Policy		
	Grievance Policy		
	Student Government Policy		
	Illness Policy		
2nd Semester	Faculty Advisor Handbook & Role		