

To be completed BEFORE employee starts:

1. Decision made to hire candidate
 - Verify candidate has been moved to “Recommended for Hire” in CGEMS (*instructions available in Manager Guide on CCGA’s HR website*).
2. PAF completed and sent to HR for processing
 - PAF should include all signatures (*PAF available on Forms and Documents section of CCGA’s HR website*)
 - Hiring manager should contact candidate/potential employee with offer
 - Start date will be based upon when the hiring manager wants the employee to start/employee’s availability to start, keeping in mind processing time for background check. In some cases, credit check and drug test must also be run. This start date may change based upon time frame and after the candidate has accepted and agreed upon official start date (ex.- the candidate might need to give a two week notice to current employer).
3. Once completed PAF is received, HR contacts potential employee to process the background check (credit check and/or drug test if applicable).
4. HR completes and sends offer letter, copying the manager.
5. HR notifies supervisor/hiring manager once background check results are received and employee is clear for hire. Actual start date will then be confirmed.
6. HR schedules one-on-one benefit meeting.
7. Hiring manager verifies that all applicants have been moved in the workflow in CGEMS (*instructions available in Manager Guide on CCGA’s HR website*).
8. HR marks the posting as “Filled” in CGEMS once all applicants are moved through the workflow appropriately.

Prior to start date, Hiring Manager will:

- Follow up with employee and welcome him/her to College.
- Confirm the location of the new employee’s office.

- Request email account set up by putting in helpdesk ticket.
- Request any special access based upon new employee's role by putting in helpdesk ticket (ex.- Banner, PeopleSoft, ONEUSG administrator).
- Confirm that a computer is available in the office. If not available, submit an equipment request through a helpdesk ticket.
- Confirm that a phone is available in the office. If not available, submit a helpdesk ticket.
- Change department recording to update new employee's name and extension.
- Email the HR Coordinator the office location and phone number for the online directory.
- Put in work order email to Plant Operations Coordinator to have keys made available.
- Determine if basic office supplies are available in new employee's office. If not, place a supplies order.
- Notify new employee of access code to parking lot if applicable.
- Communicate exactly when and where the employee will report to on first day.
- Let employee know that he/she will be getting picture taken sometime during the first week of employment for Mariner's Access Card- (depending on HR's availability to hire into Banner).
- Request cell phone, if applicable.
- Order business cards, if applicable.

To be completed AFTER employee starts:

On the first day, the Hiring Manager will:

- Welcome him/her upon arrival at department. Be there to greet new employee.
- Introduce to co-workers, subordinates, department head and other key managers.
- Give tour of office area (restrooms, dining, vending, supply closet).
- Walk the employee over to the Bursar's Office to get car decal.
- Provide keys, to office, desk, and building. If needed, have MAC loaded for door access by contacting Director of Card Office.
- Confirm that HR has all necessary information.
- Schedule time for employee to go to HR to complete paperwork packet if not already done prior to first day.
- Allow extra time for employee to meet with HR to finalize benefit elections if the employee's start date is the first working day of the month (employee has the option to begin benefits on the first day of employment only if the start date is the first working day of the month AND elections are finalized on this first day).
- Confirm hours of employment and call-out procedures.
- Explain how to use phone.
- Discuss procedures, forms or equipment used by department.
- Tell employee about getting the MAC card sometime within the first week, once HR has set up the new employee in to Banner.

Within the first week:

- Employee gets MAC card once access is granted from HR through Banner.
- Employee meets with HR to discuss benefits (this meeting might have already taken place before first day).
- Employee completes Right to Know Training (chemical safety training).
- Review department's goals.
- Review expectations of position and job description.
- Provide information on staff meetings and communication procedures.
- Discuss organizational structure of department as well as the College.
- Do a walk around tour and introduce to as many people as possible, explaining that person's role to the College. Provide organizational chart.
- Procedures of obtaining work and office supplies.
- Location of any reference materials needed for position.
- Emergency information.

Within the first month:

- Employee completes the first part of new employee orientation with HR- "Third Thursday" orientation.
- Employee completes USG Ethics Training (usually done during Third Thursday orientation but is sometimes completed during a one-on-one meeting).
- Develop specific goals and expectations. Goals should be written, prioritized, and include time frames for completion. Expectations should be specific, measurable (when possible) and attainable.
- Have a meeting to discuss "how they are doing"

Within first four months:

- Supervisor/manager conducts provisional review with new employee and submits to HR (keeping in mind this entire provisional review process must be done within the first 180 days of employment).
- Employee attends second part of new employee orientation with HR- Newcomers Club.