



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 account information is known, [initiate appropriate request for](#) access to systems.

Consider New Hire’s technology equipment needs (e.g. laptop, monitors, headphones, phone extension, voice mailbox) :



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New Hire Name:

Position Title:

Hiring Manager Name:

Start Date:



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COLLEGE COMMUNITY
New Hire Name

Position Title:

Hiring Manager Name:

Start Date:

	Ensure New Hire is assigned to a Governance Council. The Council Selection form can be found here
	If MCCC Unit Professional, complete Job Description Form assigned by Human Resources
	Add New Hire to regularly occurring meetings (e.g. team meetings, college meetings)
	Schedule checks 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 [(