

2 – 4 WEEKS BEFORE TO START

1. Designate Work Space

✚ Assign a campus building and room number for your new employee in Workday. See instructions [here](#). Used for Colby ID (building access) and directory.

2. Prepare Office Space

✚ Prepare office space by submitting [work order requests](#) to Facilities for keys, cleaning, carpentry, electrical, painting, etc. (Note: If you're planning to repurpose a key from one employee to another, submit a request to properly reassign the key ownership.)

✚ Set up the office for general use: desk, chair, pens, paper, stapler, etc.

3. Request ITS Equipment/Setup

✚ Submit all requests to ITS for laptops, cell phones, etc., by completing this [form](#).

4. Personalize Onboarding

✚ Place order(s) for name badges, business cards/stationary, and name wall plates through our vendor *Bromar*, by visiting Communications' [website](#).

5. Plan Calendar

✚ Plan for and schedule meetings for a new team member with colleagues, key campus partners, and outside constituencies as appropriate.

Day 1 (Monday): Day-long orientation. Hiring managers join their team members in a dining hall.

Day 2 (Tuesday): Scheduled time with ITS to complete final installation and setup for computer.

Day 5 (Friday): Workday virtual demo and Q&A provided by Payroll and Benefits - on Fridays following Day 1 orientations.

6. Arrange for an Orientation Buddy

✚ Determine a colleague who has the ability to share knowledge and experience on how things work both in the role and across the College.

Qualities include someone who is patient, listens well, approachable and encouraging of questions, and positively reflects the culture and values of Colby.

Ensure a timeframe for how long this arrangement will be in place.

AFTER START (1st MONTH+)

1. Arrange for Learning and Development

✂ Leverage the orientation buddy to provide knowledge and assist with training on systems used in the department.

Examples such as common Workday functions/reports (see [Training](#)), Facilities work order requests, room scheduling procedures including events setup and **dining services**, department cards (copiers, meals), phone system/ voicemail basics, pulse secure (for remote desktop access).

✂ Utilize Workday Learning to provide professional development programs/resources.

Examples such as Linked Learning courses on [Google suite applications](#) like Gmail, Google Calendar, etc., as well as Microsoft office programs like Excel.

2. Share Department and Divisional Policies/ Procedures

✂ Provide information around office hours, schedule, breaks, remote work, proper attire, etc.

3. Enhance Department and Divisional Connection

✂ Leverage the orientation buddy to explain how things work and how they fit within and impact the larger organization.

✂ Explain the department and divisional goals and key stakeholders.

✂ Encourage collaboration early by introducing to colleagues inside and outside of department.

4. Set Expectations

✂ Schedule regular departmental/divisional meetings for team member to attend.

✂ Describe upcoming projects for them to participate in and how they can contribute.

✂ Discuss communication expectations.

✂ Review financial services (as appropriate) such as account receivable, accounts payable, budget reporting.

5. Guide Performance

✂ Establish 1x1 meetings (consistently) to check in and provide support and feedback.

✂ Discuss and establish goals; plan learning and development needs.

✂ Highlight appraisal process; provide employee with a blank performance appraisal to help employee understand performance objectives.