



CCS Human Resources NEW EMPLOYEE CHECKLIST

CLASSIFIED STAFF

TO THE SUPERVISOR: The following is a checklist to assist you in accomplishing a basic orientation with your new employee. **This information should be shared with him/her within the first four weeks of his/her employment with CCS. Please have the new employee initial and date each item as you explain it to him/her.** If “not applicable”, list **NA** in last column. Upon completion of the form, it is to be routed to Human Resources, MS 1004. Please feel free to make copies of the completed form should you and/or the new employee wish to keep one.

Employee name _____

SCC SFCC IEL District Full time Part time

Division/Department _____ Supervisor _____

	TOPIC (Most topics will require coverage only in broad, comprehensive terms.)	(Classified Staff)	Employee Initials/Date
1	Overview, CCS organizational structure and interrelationships, philosophy, mission, and objectives: district, college, department.		
2	Department: objectives and employee’s individual contribution; interrelationships; specific departmental procedures and working conditions. <input type="checkbox"/> specific departmental guidelines (as applicable) <input type="checkbox"/> professionalism: appearance, workplace relations (with co-workers, students, public) <input type="checkbox"/> confidentiality of information and materials <input type="checkbox"/> about lunch and breaks (Marriott, lunch room/break room, coffee fund, if applicable) <input type="checkbox"/> telephone (specific how-to’s, e.g., voice mail, call forwarding, long distance access card, etc.) <input type="checkbox"/> CCS mail services, shipping and receiving, Central Receiving <input type="checkbox"/> how to purchase work-related supplies and/or equipment <input type="checkbox"/> travel (forms/approval process, use of state vehicles, rental cars and airfare) <input type="checkbox"/> available resources (e.g., media services, library collections and copy/printing services) <input type="checkbox"/> essential, need-to-know student-related information (requirements; available services: e.g., counseling, bookstore, financial aid, tutoring, Disabled Student Services, grievances, assessment, registration, withdrawal; “ <i>Selected Rules, Regulations and Policies Concerning Student Conduct ...</i> ”)		
3	Employee’s job: <input type="checkbox"/> assignments and performance of duties (where, when and how) <input type="checkbox"/> job performance/expectations (provided with Performance Expectations and job specifications, with explanation of all sections) <input type="checkbox"/> performance appraisal (how and when, relation to Performance Expectations) <input type="checkbox"/> expectations regarding attendance, punctuality, hours of work and time sheets <input type="checkbox"/> sick leave notification and vacation approval (timing, forms, etc.) <input type="checkbox"/> CCS academic calendar and holidays <input type="checkbox"/> training and professional development opportunities		
4	Introduction to department heads, other supervisors and co-workers.		
5	Workplace security and personal safety: <input type="checkbox"/> keys (responsibility of employee to whom they have been assigned, not to be loaned out and to be immediately reported to supervisor if lost/stolen) <input type="checkbox"/> employee ID (obtaining picture ID, name badge, etc., as appropriate to this position) <input type="checkbox"/> maintain security of your office, facility and equipment assigned to you <input type="checkbox"/> remain alert to work environment, report suspicious persons/activities, be alert to interactions of co-workers with clients and provide/call for assistance, as appropriate <input type="checkbox"/> immediately report any threat or incident of workplace violence and/or harassment		

(OVER)

	TOPIC (Most topics will require coverage only in broad, comprehensive terms.)	(Classified Staff) Employee Initials/Date
6	Some important “how-to’s”: <ul style="list-style-type: none"> <input type="checkbox"/> parking on campus (e.g., permits/where purchased and designated parking areas) <input type="checkbox"/> paychecks (e.g., dates and electronic deposit) <input type="checkbox"/> CCS computer network/Information Systems: access/log-ons, ethics of use, computer support staff, available software, CCS intranet home page and training opportunities <input type="checkbox"/> getting assistance from the physical plant (e.g., reporting minor repairs needed, moving assistance, etc.) 	
7	Explanation of what to do in emergencies: <ul style="list-style-type: none"> <input type="checkbox"/> exit locations and evacuation routes and plan, including assembly point <input type="checkbox"/> location and use of fire alarms and extinguishers and all other emergency equipment specific to this work area <input type="checkbox"/> nearest telephone, how to summon emergency assistance: 911 (9-911 from CCS telephone system phone), 3333 on-campus emergency back-up assistance (call 911 first) <input type="checkbox"/> other specific emergency procedures pertaining to the district and this work area (medical, fire, chemical, vehicle, workplace violence or threat, bomb threat) <input type="checkbox"/> immediate reporting of all accidents to supervisor (verbal notification, forms, etc.) <input type="checkbox"/> always err on the side of safety, when in doubt call for emergency services: 911 (9-911 from CCS telephone system phone) 	
8	First aid (how to obtain treatment; location of facility FA kit(s), location of college FA room (if applicable);,who specifically in facility is FA certified and whether employee is required to be FA certified—if so, how/when trained)	
9	Environmental health and safety issues: <ul style="list-style-type: none"> <input type="checkbox"/> brief overview, EH&S organizational structure at CCS and on the college/IEL campus <input type="checkbox"/> name/work location of building safety representative and college/unit safety officer <input type="checkbox"/> location of facility safety and health bulletin board <input type="checkbox"/> essential departmental and CCS environmental health and safety policies (e.g., importance of personal work habits, safe work procedures and good housekeeping) <input type="checkbox"/> potential hazards on the job and in the work area, including an on-the-job review of the practices necessary to perform initial job assignments in a safe manner <input type="checkbox"/> how to report hazardous conditions or actions 	
10	If work assignment involves the use of any chemical substance(s): <ul style="list-style-type: none"> <input type="checkbox"/> overview of the chemical “Hazard Communication Standard” and WAC requirements, including location of the written program; location of chemical Material Safety Data Sheets (MSDSs); identification of specific hazardous gases, chemicals or materials present in this workplace operation and instructions on their safe use and emergency actions to be taken following accidental exposure <input type="checkbox"/> discussion of the physical and health hazards of chemicals present in this workplace operation <input type="checkbox"/> methods and observation techniques to determine presence or release of hazardous chemicals in this work area <input type="checkbox"/> required work practices and/or personal protective equipment, including use and care of such equipment, to lesson or prevent exposure 	
11	If work assignment involves operation of machinery, vehicles, tools, contact with hazardous materials or processes, or manual labor involving physical exertion such as lifting: Provide systematic and thorough training on each aspect of the job assignment so that employee is fully qualified to perform work assignments in a safe manner from the commencement of unsupervised work.	
12	Other, specific to department or work assignment	