

**LOS MEDANOS COLLEGE**  
**NEW EMPLOYEE ORIENTATION CHECKLIST**

Note: All appropriate information **MUST** be discussed with each new employee

<b>Employee Name:</b>	<b>Report Date:</b>
<b>Job Classification:</b>	<b>Department:</b>

**I, the College Human Resources Assistant, have covered the following items with the new Los Medanos College employee:**

Item or Action	Done	Item or Action	Done
Completion of Hiring Forms		Staff Identification Card	
Explanation of Pay		Personnel File and Records	
Explanation of Benefits		Promotions & Transfers	
Education Stipend		Emergency Evacuation Procedures	
Probationary Period		College Service Areas	
Performance Appraisal Schedule		District-Wide Notifications	
Fiscal Year Calendar		Charity Drives and Contributions	
Types of Leave		District Liability Insurance	
Holidays		Use of Auto on Company Business	
Union Membership		Business Office Functions	
Union Contract			

I have received a copy of the appropriate materials listed above and/or have had explained to me the information outlined. I understand this information concerning my employment with the Contra Costa Community College District at Los Medanos College.

<b>Signature of Employee:</b>	<b>Signature of College HR Assistant</b>	<b>Date</b>

Attachments  
Distribution:      Personnel File                                      Manager/Supervisor                                      Employee

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Upon the conclusion of recruiting, interviewing and selection, please use Checklists A and B to complete the hiring of your new personnel. Return the originals of the Checklists to the College Human Resources Assistant when completed.

<b>Employee Name:</b>	<b>Report Date:</b>
<b>Job Classification:</b>	<b>Department:</b>

<b>A. I have arranged the following items <u>prior to</u> my employee's first day of work:</b>			
Item or Action	Done	Item or Action	Done
Telephone Functions Established: <input type="checkbox"/> Phone Number established <input type="checkbox"/> Voice Mail established		Campus Mailbox Established	
Network Access(es) Established <sup>1</sup> : <input type="checkbox"/> Network Log-In established <input type="checkbox"/> Personal E-mail established <input type="checkbox"/> Added to appropriate E-Mail Distribution Lists: 1) 00 – Everyone @ LMC 2) 01 – All _____ Staff @ CCCC 3) 03 – All _____ Staff @ LMC 4) 03 – <Department Name> @ LMC 5) Other _____  Link/Address to District Request form: <a href="https://gryphon.4cd.net/webapps/AccountRequest/new_account.asp?location=lmc">https://gryphon.4cd.net/webapps/AccountRequest/new_account.asp?location=lmc</a>		Manual(s) Provided: <input type="checkbox"/> Business Procedures Manual <input type="checkbox"/> Gov Board/Admin Procedures Manual <input type="checkbox"/> HR Procedures Manual <input type="checkbox"/> Payroll Procedures Manual	
DataTel Access(es) Established <sup>1</sup> : <input type="checkbox"/> Financial/Cost Center Access		Keys Requested/Distributed <sup>1</sup> : <input type="checkbox"/> Office Key(s) <input type="checkbox"/> Office File Cabinet Key(s)	
Signature of Supervisor or Hiring Manager:		Date:	

<sup>1</sup> Request forms or instructions attached

Date Sent by College HR Assistant: \_\_\_\_\_  
 (Date)

Attachment (PAR)

Distribution Upon Completion:      Campus HR Office      Manager/Supervisor      Employee

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<b>Employee Name:</b>	<b>Report Date:</b>
<b>Job Classification:</b>	<b>Department:</b>

**B. I, the Supervisor/Hiring Manager have covered the following items with my new employee within five days of their report date:**

Item or Action	Done	Item or Action	Done
Introduction to the College President		Introduction to other Managers	
Introduction to fellow employees		Explanation of Job Duties/ Responsibilities	
Explanation of Standards of Performance		Discussion of Area Functions	
Special Area Rules & Regulations		College Organization & Area Relations	
Distribution of Mail / Mailing Items		Copy Services Explanation / Codes	
Office Equipment Training/Codes		Supply Procedure	
Discussion of Line of Authority		Expense Reimbursement Procedure	
Confidentiality of Information		Distribution of manuals/guidebooks	
Employee Interests & Goals		Voluntary Separation Guidelines	
Tour of Work Area		Tour of College and Campus Map	
Staff Lounge (Entry Code 2452)		Attendance & Punctuality Expectations	
Hours of Work: Breaks/Lunch/Overtime		Summer Work Hours: Work M-Th only	
I have received a copy of the appropriate materials listed above and/or have had explained to me the information outlined. I understand this information concerning my employment with the Contra Costa Community College District at Los Medanos College.			
<b>Signature of Employee:</b>	<b>Signature of Supervisor/Hiring Mgr:</b>		<b>Date:</b>

Distribution:      Campus HR Office                      Manager/Supervisor                                      Employee