New Hire Checklist

Welcome to PCC! Follow this checklist to help get you settled in with us. Make sure you're logged into your MyPCC account when clicking on the links below.

If you have any questions along the way, email us at talentdev@pcc.edu for assistance.

Your First Day

Work with your manager or other appropriate department contact to:

- ❑ Verify your Form I-9
- ❑ Access Your Workspace:
  - ❑ If needed,
    - ❑ Obtain your Access Card (Public Safety issued)
    - ❑ Obtain your brass keys (Public Safety issued)
- ❑ Access Your Workstation:
  - ❑ Wi-Fi
  - ❑ Multi-Factor Authentication (MFA) by enrolling in the option of your choice
  - ❑ MyPCC username and setup account
  - ❑ Email and Google Calendar
  - ❑ Workday
- ❑ If applicable, request any needed accommodation under the ADA
- ❑ Acquire your Parking permit and/or Trimet pass
- ❑ Acquire additional items:
  - ❑ PCC ID Card (Enrollment Services issued)[1]
  - ❑ Request any necessary supplies
- ❑ Get situated, familiar, and comfortable with your environment:
  - ❑ Tour Workspace/Campus or Center
  - ❑ Complete an Ergonomic self-assessment and modification request if applicable
  - ❑ Setup your voicemail
  - ❑ Get connected to your office printer

[1] Your Access Card serves as your ID card if you need building access for your role

Your First Week

- ❑ Begin the Compliance Training for New Employees course in Workday
- ❑ For Benefits-Eligible employees: review the Benefit Plan Overview found here
    - ❑ Once eligible, enroll into your selected benefits on the Oregon Educators Benefit Board website

Meet with your manager or department contact and review the following:

- ❑ Your position description, work schedule, and key relationships
- ❑ Your department overview, mission, goals, projects, and org chart
- ❑ Department-specific protocols (meetings, calendaring, customer service expectations etc.)
- ❑ Your addition to the appropriate Google Groups, Google Calendars, and meetings
- ❑ CARE
- ❑ The PCC Strategic Plan
- ❑ Requesting a Copier ID
- ❑ PCC Emergency Preparedness and Response Guidance
- ❑ Any questions you may have about the college policies or your role
- ❑ Scheduling recurring check-ins with your manager

Familiarize yourself with your online resources and platforms

- ❑ Review the following:
    - ❑ Your Workday Dashboard
    - ❑ Your Profile
    - ❑ Benefits and Pay
    - ❑ payment elections
    - ❑ change retirement savings
    - ❑ tax documents
    - ❑ Review MyPCC, specifically, the Employee tab
- ❑ Sign up to receive PCC Alerts

Your First 30 Days

Meet with your manager to:

- ❑ Review departmental and/or role specific training you may need such as:
    - ❑ Purchase Card Training
    - ❑ Driver Safety Training

- ❑ Review professional development opportunities
- ❑ Review performance assessment processes and cycles and confirm you understand the probationary period that applies to your classification
- ❑ Familiarize yourself with your People, Strategy, Equity and Culture (PSEC) contacts and the services their division offers. Contact AskPSEC@pcc.edu with any questions.

Additional information to review:

- ❑ Payroll Resources
- ❑ Employee Resources
- ❑ PCC Resources List

Your First 90 Days

Review the Official College Transcript Procedures for Employees:

- ❑ Request and submit official college transcripts (if applicable)

Meet with your manager to:

- ❑ Identify professional goals for your first year of employment