Sample First Week Schedule

Day 1 Goals:

- Providing a warm welcome
- Relationship building with the team
- Familiarization with the role, department, and work space

Time	With Who	Activity	Location
8:00am	Hiring Manager	Meet and greet employee • Provide access badge and keys • Provide temporary parking pass • Provide welcome gift	Main entry to employee's work building
8:05am	Hiring Manager	Introduction to workspace and getting situated. Manager shows employee where bathrooms and break room are	Employee's work space
8:10am	Hiring Manager	Fill out hiring paperwork (I-9, W4s, EIF)	Manager's office
8:30am	Hiring Manager	1:1 meeting • Review the Welcome Packet • Set expectations • Review the employee's schedule • Review department overview • Review employee's job description, role, key duties and contacts • Review protocols regarding: department communication, calendar, team meetings, equity diversity and inclusion, and customer service • Review applicable contract and policies regarding breaks, vacation time etc. • Review PCC Strategic Plan • Review ADA accommodation requests	Manager's office
9:30am	Hiring Manager & Onboarding Ambassador	Manager introduces employee to Onboarding Ambassador	Onboarding Ambassador's work space
9:40am	Onboarding Ambassador	Tour of the building	
10:00am		break	
10:15am	Onboarding Ambassador	First Onboarding Ambassador session	Other location
11:15am	Team (OA takes employee to meet-and-greet)	Meet-and-Greet with the team	Conference Room
12:15pm	Hiring Manager	Lunch with the manager	Off campus

Sample First Week Schedule

1:45pm	Support Personnel / Team Member	Work on New Hire Checklist 'Your First Day' to: • setup MyPCC account • login to MyPCC • login to computer • access Gmail, GChat, Google Calendar, Google Drive • Set up voicemail, printer, copier access • Set up email signature • accept invites to calendars & meetings • submit parking pass request • connect to PCC Wifi • complete ergonomic self-assessment	Employee's work space
2:45pm		Break	
3:00pm	Hiring Manager	Walk through required trainings including Onboarding training Walk through DEI trainings Review New Employee Safety Training Checklist	Manager's office
3:30pm		Get situated at work station time Begin Online Onboarding course	Employee's work space

Suggested Reading:

- Welcome Packet
- Department website
- New Employee Resources
- Applicable Contract, Handbook and Policies

Day 2 Goals:

- Relationship building with the team
- Familiarization with the campus and work environment
- Review college-wide organizational information and systems

Time	With Who	Activity	Location
8:00am	Onboarding Ambassador	Coffee and tour of campus with Onboarding Ambassador	Employee's work space
9:30am	Onboarding Ambassador	Review of college systems, procedures, and resources • MyPCC, Intranet, Spaces, MyCareer@PCC	Manager's office
11:00am		Online Onboarding course continued	Employee's work space

Sample First Week Schedule

12:00pm		Lunch	
1:00pm	Team	Built-in relationship-building time with the team (i.e. meeting with team-building activities etc.)	Conference room
3:00pm		Work station time (online trainings, suggested reading etc.)	Employee's work space

Suggested Reading:

- Employee Resources
- MyCareer@PCC: Cloud-Based Learning and Talent Management

Day 3 Goals:

- Make key connections – individuals and colleagues in similar role
- Continue required training

Time	With Who	Activity	Location
8:30am	Onboarding Ambassador	"Your First Week" on new hire checklist	Employee's work space
9:00am		Online trainings continued / DEI trainings	Employee's work space
10:00am	Important contact	Meet with important contact	Zoom
11:30am	Employee in similar role	Networking: Introduction to a colleague in a similar role	Zoom or other
1:30pm	Trainer	Shadowing or job-related training	
2:30pm	Employee in similar role	Networking: Introduction to a colleague in a similar role	Zoom or other
3:00pm		Work station time	Employee's work space

Suggested Reading:

- About PCC website
- PCC Org Chart

Sample First Week Schedule

Day 4 Goals:

- Begin on-the-job training
- Start first project
- Make key connections – individuals and colleagues in similar role

Time	With Who	Activity	Location
8:00am	Trainer	Shadowing or job-related training	Employee's work space
10:00am	Hiring Manager	Assign first project	Employee's work space
2:30pm	Important contact	Meet with important contact	Zoom
3:30pm	Admin	Review payroll calendar & how to submit web timesheets Walk through Academic Calendar Review how to order office supplies	Employee's work space

Suggested Reading:

- PCC Calendars
- Payroll Website
- Payroll Calendars

Day 5 Goals:

- Check-in with Hiring Manager
- Relationship building
- Continue required trainings

Time	With Who	Activity	Location
8:00am		Online trainings continued	Employee's work space
10:00am	People Partner	Get acquainted with employee's People Partner. Review what People Partner can assist the employee with	Zoom
1:00pm	Team	Built-in relationship-building time with the team (i.e. meeting with team-building activities; team coffee break etc.)	Conference room
3:00pm	Manager	End of Week 1 check-in	Manager's office

Sample First Week Schedule

Other Resources / Suggested Reading:

- PSEC Website
- Benefits Website
- Environmental Health and Safety Website
- Strategic Plan