# Personal On-boarding Plan

Helping You Succeed at Lake Forest College

Welcome New Hire:

The Personal On-boarding Plan serves as a resource for new employees. It is a checklist that outlines the types of preparation tasks and discussions that will help you transition successfully to Lake Forest College. It outlines actions across three phases:

## EMPLOYEE INFORMATION

Name: [ ]

Start Date: [ ] 90-day Date: [ ]

## PRE-ARRIVAL - BEFORE YOU ARRIVE

- Review Welcome Email - the welcome email includes your official offer letter and link to the New Employees webpage
- Learn about Benefits at Lake Forest College - review the benefits packet via New Employees webpage
- Explore the HR webpage for New Employees - visit the New Employees webpage for directions to campus, the New Hire Orientation Agenda and other useful resources to new employees

## INTRODUCTION TO HUMAN RESOURCES - FIRST WEEK

- Complete New Hire Paperwork:
  - Employee Eligibility Verification Form (I-9)
  - Personal Information Sheet
  - Payroll Forms: Federal W-4, IL W-4
  - Direct Deposit Form (Optional)

## COLLEGE ORIENTATION - TRANSITIONING TO LAKE FOREST COLLEGE

- Participate in New Hire Orientation - for information on New Hire Orientation visit the New Employees webpage
- Review and sign New Hire Acknowledgments: for information on acknowledgments visit the New Employees webpage
  - Confidentiality Policy
  - Employee Handbook Acknowledgment
- Submit New Hire Paperwork:
  - Enroll in Benefits within 30 days of your start date
  - Confidentiality Policy
  - Payroll Forms: Federal W-4, IL W-4
  - Direct Deposit Form (Optional)

- Provide a valid form of Identification - a list of valid forms of identification can be found on the Employment Eligibility Verification Form (I-9). You must present valid identification to HR within your first three days of employment at Lake Forest College.
- Complete Sexual Harassment Prevention Training: A link will be provided within first days of employment.

## DEPARTMENT ORIENTATION

- Meet your assigned buddy
- Learn about Department Function:
  - Organization chart of your department
  - Your role in relationship to other jobs within the department
  - Goals, current priorities and operational activities
  - Relationship of department to other college departments
- Review your job duties and responsibilities:
  - Current job description, initial performance goals and expected results
  - Daily work hours, overtime needs and extra assignment requirements
  - Types of assistance available - who to ask for help
- Review Policies and Procedures:
  - Policies and procedures unique to job and / or department
  - Voicemail, email, private and public network drives/directories
  - Building evacuation procedures
  - Timekeeping
  - Keys, copy codes, reimbursement
- Take part in guided tour - department introductions and facilities, restrooms, supply cabinet, copy machines
- Participate in regular check-in meetings with manager and assigned buddy
Participate in 90-day review with manager