

New Hire Checklist

Welcome to Portland Community College! This checklist is designed as a general guide to help you keep track of tasks and resources essential to successfully navigating your new role at PCC. If you have any questions about the materials referenced in this checklist, discuss them with your manager or reach out to the People Strategy, Equity and Culture (PSEC) team at 971-722-5867.

Note: This checklist does not need to be submitted to PSEC as it is for your records. Some of the items on this checklist will also be outlined in an online training; your manager and PSEC will receive notice of your completion.

Before Your First Day

Before your first day, you may want to:

- ☐ Confirm your work schedule with your manager, including when and where to arrive on your first day
- ☐ Review the [map](#) for your campus/center and the [Transportation and Parking](#) options available to you on the [New Employee Onboarding and Resources](#) page
- ☐ Review the applicable [Contract/Handbook](#) for your employee classification
- ☐ Bring documents that show proof of identity and right to work in the United States on your first day (for a list of applicable documents, please consult the [Lists of Acceptable Documents](#))

Your First Day

Meet with your manager to complete new hire paperwork to be submitted to Human Resources:

- ☐ [Employee Information Form](#)
- ☐ [I-9 Form](#)
- ☐ [W-4 Form](#) and [Form OR-W-4](#)

Work with your manager or other appropriate department contact to:

- ☐ Obtain your:
 - ☐ MyPCC username and [setup account](#)
 - ☐ [Access to Multi-Factor Authentication \(MFA\)](#) by enrolling in the option of your choice
 - ☐ PCC ID Card
 - ☐ Parking permit and/or [Trimet pass](#)
 - ☐ G Number (PCC employee ID number available on “Your PCC Profile” within Banweb)
- ☐ Confirm Access to:
 - ☐ Workspace (keys, card access)
 - ☐ Email
 - ☐ [Wi-Fi](#)
- ☐ Setup your [voicemail](#)
- ☐ Request necessary supplies
- ☐ Tour Workspace/Campus or Center

You should also begin to familiarize yourself with PCC’s talent management system, [MyCareer@PCC](#):

- ☐ Review process guides on the [MyCareer@PCC Resources](#) page
- ☐ Begin the “New Employee Onboarding” online training:
 - ☐ PCC Policy Orientation
 - ☐ Family Educational Rights and Privacy Act Training
 - ☐ Title IX Training

- ☐ Oregon DHS Mandatory Reporter Training

Your First Week

Complete online Benefits Orientation (if applicable)

- ☐ Enroll in Benefits on the [Oregon Educators Benefit Board](#) website (if applicable; you can review benefits eligibility requirements on the [Benefits](#) page.)

Enroll in Instructor-Led Training through MyCareer@PCC:

- ☐ Safety Orientation

Work with your manager or appropriate department contact to:

- ☐ Review the [MyPCC website](#); specifically, the [Employee Tab](#):
 - ☐ Employment Details (Leave Balances, Tax Forms and Emergency Contacts)
 - ☐ Employee Tools
 - ☐ Time Reporting and [Web Time Entry](#)
- ☐ Sign up for [direct deposit](#)
- ☐ Obtain a [copy machine ID](#)
- ☐ Review and join appropriate [Google Groups](#) (Announcements, Campus/Center group etc.)
- ☐ Sign up to receive [PCC Alerts](#)
- ☐ Schedule recurring check-ins with your manager

Meet with your manager to review:

- ☐ Your Position Description
- ☐ Your Department's Organizational Chart
- ☐ The [PCC Strategic Plan/YESS Strategy](#)
- ☐ PCC [Emergency Preparedness and Response Guidance](#)
- ☐ Any questions you may have about college policies or your role

Your First 30 Days

Meet with your manager to:

- ☐ Review [professional development opportunities](#)
- ☐ Review departmental and/or role specific training you may need such as:
 - ☐ Banner Training
 - ☐ Purchase Card Training
- ☐ Review [performance assessment process](#) and cycle

Additional information to review:

- ☐ [Payroll Resources](#)
- ☐ [Requesting Employment Accommodation](#)
- ☐ [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