

New Classified Professional Onboarding Checklist

◆ BEFORE YOUR FIRST DAY

- Complete HR onboarding forms and documents
- Set up your De Anza College email and MyPortal account
- Review your official job description
- Confirm your work schedule and remote/in-person expectations
- Review parking permit options or transportation resources
- Learn about the campus map and building locations

◆ FIRST WEEK

- Meet with your supervisor for a welcome meeting
- Receive an office/workspace orientation
- Set up phone, voicemail, and office equipment
- Learn how to request IT help and access tech tools (email, etc.)
- Log into payroll systems
- Review campus emergency procedures
- Explore wellness, employee assistance, and support services

◆ WITHIN FIRST MONTH

- Attend New Employee Orientation (add link to form)
- Meet your department colleagues and key campus partners
- Join Classified Senate
- Review professional development opportunities and workshops
- Understand campus equity, inclusion, and Title IX policies
- Identify resources for continuing education and skill building
- Set early goals with your supervisor

◆ ONGOING

- Stay connected through staff meetings and classified professional events
- Track your completed professional development trainings
- Participate in community-building activities
- Check-in regularly with your supervisor for feedback and support

 "Your role makes a difference. Welcome to the community!"