

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			
<input type="checkbox"/> Review Welcome Email - the welcome email includes your official offer letter and link to the New Employees webpage <input type="checkbox"/> Learn about Benefits at Lake Forest College - review the benefits packet via New Employees webpage <input type="checkbox"/> 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			
<input type="checkbox"/> Complete New Hire Paperwork:		<ul style="list-style-type: none"> Employee Eligibility Verification Form (I-9) Personal Information Sheet Payroll Forms: Federal W-4, IL W-4 	<ul style="list-style-type: none"> Direct Deposit Form (Optional)
COLLEGE ORIENTATION - TRANSITIONING TO LAKE FOREST COLLEGE			
<input type="checkbox"/> Participate in New Hire Orientation - for information on New Hire Orientation visit the New Employees webpage			
<input type="checkbox"/> Review and sign New Hire Acknowledgments: for information on acknowledgments visit the New Employees webpage		<ul style="list-style-type: none"> Confidentiality Policy Employee Handbook Acknowledgment 	
<input type="checkbox"/> Submit New Hire Paperwork: Enroll in Benefits within 30 days of your start date	HR Forms <ul style="list-style-type: none"> Employee Eligibility Verification Form (I-9) Personal Information Sheet Substance Abuse in the Workplace 	Benefits Elections <ul style="list-style-type: none"> Medical election Dental election Vision election TIAA Salary Reduction Form 	Payroll Forms <ul style="list-style-type: none"> Federal W-4, IL W-4 Direct Deposit Form (Optional)
<input type="checkbox"/> 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.			
<input type="checkbox"/> Complete Sexual Harassment Prevention Training: A link will be provided within first days of employment.			
DEPARTMENT ORIENTATION			
<input type="checkbox"/> Meet your assigned buddy			
<input type="checkbox"/> Learn about Department Function:		<ul style="list-style-type: none"> Organization chart of your department Your role in relationship to other jobs within the department 	<ul style="list-style-type: none"> Goals, current priorities and operational activities Relationship of department to other college departments
<input type="checkbox"/> Review your job duties and responsibilities:		<ul style="list-style-type: none"> Current job description, initial performance goals and expected results Set performance goals with your manager 	<ul style="list-style-type: none"> Daily work hours, overtime needs and extra assignment requirements Types of assistance available - who to ask for help
<input type="checkbox"/> Review Policies and Procedures:		<ul style="list-style-type: none"> Policies and procedures unique to job and / or department Building evacuation procedures Keys, copy codes, reimbursement 	<ul style="list-style-type: none"> Voicemail, email, private and public network drives/directories Timekeeping Breaks, lunch duration/time
<input type="checkbox"/> Take part in guided tour - department introductions and facilities, restrooms, supply cabinet, copy machines			
<input type="checkbox"/> Participate in regular check-in meetings with manager and assigned buddy			

Participate in 90-day review with manager