



EMPLOYEE ONBOARDING CHECKLIST

Welcome to our NMC family! We are so happy to have you. The checklist will acclimate you to our culture and campus. Once finished, please return to supervisor to show that you have completed all of the below.

Employee Name: _____ Date: _____

Supervisor's Name: _____ Date: _____

Date Completed	Task
_____	Learn how to navigate in <u>Kronos</u> . Click Here to review Kronos Employee Manual document . If you will be using Tele Time to clock in while off-site (ask your Supervisor) then also please read the Tele time Instructions for Clocking In.
_____	Setup <u>Multi-Factor</u> so you are able to login to the network from home. You will need to call NMHS IT Support at 402-354-2280 to set this up.
_____	Enroll into <u>E2Campus Alerts</u> , a text messaging notification system to let you know of urgent situations such as weather and campus closings. Click here to sign up . Email questions to nmchelp@methodistcollege.edu .
_____	Enter <u>Security's</u> number into your cell phone, 402-740-6368. If you find yourself in uncomfortable situation with a student/family member, state that you need to let Charlie know you are running late, call security and say: Hi this is <name>, Please tell Charlie I am in my <location> and going to be late.
_____	Get your <u>iPad</u> set up by scheduling a meeting with Ed Tech, email nmchelp@methodistcollege.edu .
_____	Complete the <u>Printer Enrollment</u> . Click here for instructions . Email questions to nmchelp@methodistcollege.edu .
_____	Use the <u>Cisco Reference Guide</u> to learn about your phone capabilities. Click Here
_____	Please complete Marketing's New Biography Request Form for faculty and staff. Click Here Email NMCmarketing@methodistcollege.edu for questions.
_____	We are a <u>strengths based college</u> campus. Register to receive your code to take Clifton Strengths. Once completed register for your coaching session, list your top 5 in your email signature and on your office name plate. Email PD@methodistcollege.edu for questions on registering for the code and coaching sessions. Click here to Register for the code. Click here to sign up for your individual Coaching Session. Click here for email signature template. 4x5.5 1.5x5.5 for name plate template.
_____	Review COVID Resources. Click Here
_____	Review our <u>Program Contact Sheet</u> to familiarize yourself with programs. This sheet also contains contact information per program. Click Here
_____	<u>Share feedback</u> on your Onboarding experience during your 30/60/90 day follow up meetings.

Benefits:

Campus Health - \$20 visits, Free CPR classes, Free Continuing Education Classes, Tuition Discount Programs, and other NMHS Benefits and discounts. [Click Here for NMHS Discounts](#)