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Kentwood Community Church |

New Employee Onboarding Checklist

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| **Employee Information** |
| First Name:  | Last Name:  | Middle Initial: |
| Start Date:  | Position:  | Dept.:  |
| Onboarding Process Assigned To:Office Extension #:  |  Email:  |
| **Schedule Meetings with Key Individuals** **Within first 30 days of hire** |
| **Name/Title: Purpose** | **Contact Name/Email** | **Appointment Date** | **Appointment Time** | **Done X** |
| **Mick Veach, Lead Pastor:** Mission/Vision | Caitlin Kozal, ckozal@kcconline.org |  |  |  |
| **Tricia Chapman, Executive Pastor:** Staff support, encouragement | Caitlin Kozal, ckozal@kcconline.org |  |  |  |
| **Julie Carroll, Business Office Director:** benefits, payroll, staff handbook, check requests, expense/mileage reimbursement forms, purchase orders, amazon  | jcarroll@kcconline.org |  |  |  |
| **Kimari Green, Communications Director:** Approved e-mail signature setup, branding, graphic requests, communications support | kgreen@kcconline.org |  |  |  |
| **Other:** |  |  |  |  |
| **Other:** |  |  |  |  |
| **Other:**  |  |  |  |  |
| **Work Station Set-up****Requests Sent Two Weeks Prior to Start Date** |
| **Item** | **Person Responsible** | **Method** | **Date Sent** | **Done X** |
| Order business cards, if applicable | Kimari Green, Communications Director | SharePoint Graphics Ticket |  |  |
| Order nameplate, if applicable | Caitlin Kozal, Executive Assistant/HR Coordinator | ksalazar@kcconline.org |  |  |
| Order nametag | Caitlin Kozal, Executive Assistant/HR Coordinator | ksalazar@kccoline.org |  |  |
| Phone, computer, email account, add to outlook employee group, network login, Basecamp access | Matt Thompson, Network Admin. | SharePoint IT Ticket |  |  |
| Add to All Staff and Our Church Groups | Caitlin Kozal, Executive Assistant/HR Coordinator | ckozal@kcconline.org |  |  |
| Keys/Fob | Clint Nickoles, Facilities Director | cnickoles@kcconline.org |  |  |
| Add name to mailbox & copier | Karen Salazar, Welcome Center Associate | ksalazar@kcconline.org |  |  |
| Prayer List | Jackie Tanner, Business Office Ministry Assistant | Jtanner@kcconline.org |  |  |
| Add name to performance management system | Caitlin Kozal, ckozal@kcconline.org | BambooHR |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
| **Responsibility of Supervisor / Ministry Assistant****First Two Weeks to 30 Days** | **Done X** |
| **Assign work buddy:**  | (1st 90 days – sit down with new staff member once every two weeks) |  |
| **DAY 1:** Introduction to departmental staff and quick orientation of department’s office area |  |
| **DAY 1:** First Day Lunch Out: Supervisor and up to 3 additional staff members |  |
| Schedule Hours of Work |  |
| TimeClock Plus (Hourly staff) and Request Time Off |  |
| Review job description, explanation of key work outputs of department and cross-department functions |  |
| Tour of the Kentwood Campus and introduction of department staff and key personnel |  |
| Review performance/development tool and set goals for the current quarter |  |
| Provide employee with a copy of the Campus maps |  |
| Organizational Chart |  |
| Phone Manual, Staff Directory (Paper & SharePoint) |  |
| Staff Chapel & Meeting Schedule, Lead Team meeting schedule if applicable |  |
| Main copier department code, copy, scan, fax |  |
| Department printer, if applicable |  |
| Mailing/Postage machine, code, personal usage |  |
| Setup approved KCC Signature in Outlook  |  |
| Prayer Requests |  |
| Office 365 (SharePoint, Outlook, Word, Excel, PowerPoint, OneDrive) |  |
| Requesting office supply needs, project supplies: Amazon account through Julie, Integrity account through Julie |  |
| Basecamp (project management) add to any applicable teams and projects |  |
| Other: |  |
| Other: |  |
| Other: |  |
| Comments: |
| **Training to be Scheduled within 3-6 months** (Deb Goebel to contact respective trainers) |  |
| **Title of Training** | **Contact Name/Email** | **Date Contact Notified** | **Done X** |
| Hub – Groups, Scheduling, Forms, Processes | Hub Staff Handbook, IT ticket and/or HUB team member (Matt, Caitlin, Kimari) |  |  |
| Hub - Event/Schedule Training | Hub Staff Handbook, IT ticket and/or HUB team member (Matt, Caitlin, Kimari) |  |  |
| Safety/Security/Emergency | Clint Nickoles, cnickoles@kcconline.org |  |  |
| Branding, weekly & weekend process | Kimari Green, kgreen@kcconline.org |  |  |
| RISO cutter | Kimari Green, kgreen@kcconline.org |  |  |
| Cultivate Leadership Essentials Class (CLE) | Debby Turner Bell, dturnerbell@kcconline.org  |  |  |
| Congregant Care Training | Shelly Mick, smick@kcconline.org |  |  |
| On Call Pastor Training (if applicable) | Shelly Mick, smick@kcconline.org |  |  |
| Membership within 6 months (First Steps Classes) | Caitlin Kozal, ckozal@kcconline.org |  |  |
| Comments: |