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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](mailto: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: | | | | | | | | | | | |