



evergreen

Human Resource Services

Within the first week you and/or your Supervisor will:

First Week Checklist
<input type="checkbox"/> Review your job description, responsibilities, and expectations.
<input type="checkbox"/> Receive work assignments including deadlines and available resources.
<input type="checkbox"/> Review with your Supervisor the performance evaluation process (Performance Development Planning Phase form for <i>Classified staff</i>).
<input type="checkbox"/> If not already done - review and acknowledge the required policies and procedures located at <i>My Evergreen</i> under the “To Do” section.
<input type="checkbox"/> Review unit and College policies / procedures that directly relate to the work of the position.
<input type="checkbox"/> Your Supervisor will describe how the position fits into the College structure overall, provide information about Evergreen’s Mission, Vision, and Initiatives that will help you understand the culture of the institution.
<input type="checkbox"/> Your Supervisor will schedule a reoccurring check-in meeting for the first few weeks or months.
<input type="checkbox"/> Review the appropriate Collective Bargaining Agreement (if applicable).
<input type="checkbox"/> Your Supervisor will explain roles of other unit / College staff that have a connection to the position.
<input type="checkbox"/> Your Supervisor will schedule you to reoccurring meetings and include you in upcoming events / activities.
<input type="checkbox"/> Your Supervisor will ensure essential training has been completed and/or is on schedule to be completed.
<input type="checkbox"/> Your Supervisor will discuss inclement weather / suspended operations, convey if the position is required during any/all closures, and introduce the e2Campus option.