



New Classified Professional Onboarding Checklist

◆ BEFORE YOUR FIRST DAY

- ☐ Complete HR onboarding forms and documents
- ☐ Set up your De Anza College email and MyPortal account
- ☐ Review your official job description
- ☐ Confirm your work schedule and remote/in-person expectations
- ☐ Review parking permit options or transportation resources
- ☐ Learn about the campus map and building locations

◆ FIRST WEEK

- ☐ Meet with your supervisor for a welcome meeting
- ☐ Receive an office/workspace orientation
- ☐ Set up phone, voicemail, and office equipment
- ☐ Learn how to request IT help and access tech tools (email, etc.)
- ☐ Log into payroll systems
- ☐ Review campus emergency procedures
- ☐ Explore wellness, employee assistance, and support services

◆ WITHIN FIRST MONTH

- ☐ Attend New Employee Orientation (add link to form)
- ☐ Meet your department colleagues and key campus partners
- ☐ Join Classified Senate
- ☐ Review professional development opportunities and workshops
- ☐ Understand campus equity, inclusion, and Title IX policies
- ☐ Identify resources for continuing education and skill building
- ☐ Set early goals with your supervisor

◆ ONGOING

- ☐ Stay connected through staff meetings and classified professional events
- ☐ Track your completed professional development trainings
- ☐ Participate in community-building activities
- ☐ Check-in regularly with your supervisor for feedback and support



"Your role makes a difference. Welcome to the community!"