

Onboarding & Orientation Roadmap

We Appreciate You Choosing SMC
SMC to confirm contingent offer of employment, outline next steps and share why we are all proud to be SMC by understanding what we do and who we serve.

What?
Immediate Supervisor to reach out.
When?
On acceptance of job offer.

Santa Monica College

- At Santa Monica College we aim to provide an Onboarding and Orientation experience that is: informative, relevant, efficient, enriching and easy to navigate.
- This roadmap is intended to provide an overview of the process, identifying key individuals, important actions, responsibilities and significant milestones.
- Please direct any questions to the Human Resources Office at HumanResources@smc.edu.

New Employee Paperwork
Working with HR to provide relevant documentation and complete any necessary paperwork to gain employment at SMC.
What?
HR to coordinate.
When?
On acceptance of job offer.

Welcome to SMC
Information shared to confirm the progress made to date and clearly outline next steps in the Onboarding and Orientation process.
What?
HR to share.
When?
On Employment confirmation.

Getting to Know Each Other
Attend live 60-minute webinar to provide an overview of SMC, meet other new hires and interact with one of our SMC HR Ambassadors.
What?
HR to coordinate and new-hire to attend.
When?
Within first 4 weeks.

Working At SMC
Take a deeper dive to understand SMC by connecting with your Campus Partners and review important policies and procedures.
What?
New-hire to complete.
When?
Following Live Webinar.

Changing Lives in the Global Community Through Excellence in Education



EpiCenter
The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential. The EpiCenter is intended to be a centralized hub where all employee groups can identify Districtwide training and development opportunities to ensure their continued success and satisfaction as well as develop their professional skills to assist in achieving personal and professional goals.

Professional & Career Enhancement
Discuss career goals and create an action plan that provides a personalized pathway and identifies professional development opportunities.
What?
New Hire with the assistance of the department leadership.
When?
Ongoing.

Reviewing Job Performance
Participate in periodic evaluations to discuss progress, celebrate successes and set targets to address any potential areas for development.

What?
HR to coordinate.
When?
After 2, 4 and 6 months.

13 Development Sessions
Enhance job satisfaction by entering into a partnership that facilitates two-way feedback and provides ongoing support through regularly scheduled 13 check-ins.
What?
Immediate Supervisor to coordinate.
When?
After 30, 60 and 90 days.

Being Part Of A Team
Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.
What?
Arranged by Immediate Supervisor.
When?
Within first 12 weeks.

Let's Get Acquainted
Time to connect with the team and begin to learn about departmental roles, responsibilities and position specific expectations.
What?
Immediate Supervisor to coordinate.
When?
Arranged by Immediate Supervisor.



Onboarding Toolkit San Jacinto College

L Darling-Hammond



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