**Welcome to Phyllis Wheatley Community Center!**

We are pleased that you chose Phyllis Wheatley Community Center as the place to share your time, talents and successes. We hope you are excited about becoming a employee, and we look forward to you being a part of the PWCC community.

Diverse and accomplished colleagues, shared dedication to students and community, contemporary campus spaces and pride in being a employee at PWCC make it one of the oldest running community centers in Minneapolis. You can be your best at PWCC.

As part of your total rewards package, PWCC is proud to provide access to our benefits package that support your health and goals.

## First Day

On your first day we want you to feel welcomed and be prepared to start working as you begin to understand what it means to be a part of Phyllis Wheatley Community Center and your team.

All new employees are scheduled to attend meeting with their Department head.

Schedule Job Duties

* Finalize all hire documentation.
* Discuss the following with your manager:
  + Orientation packet
  + Your job description, including roles, responsibilities and expectations
  + Your probationary period (if applicable)
  + Your first week’s schedule and confirm meetings

Connect with other PWCC and MTW Colleagues

* Meet your co-workers and review the staff list/directory (including important telephone numbers).
* Introduce yourself to others in the workplace.
* Meet with your onboarding partner or mentor (if applicable).

Get to know the PWCC Building

* Obtain building or workspace access from manager or PWCC Financial Director.
* Receive department or building-specific safety and emergency information.
* Set up personal work space.
* Pick up PWCC ID badge (if applicable).
* Take a tour of your building and learn about key areas:
  + Restrooms, mail rooms, copy machine, bulletin boards, parking, printers, office supplies, water coolers, break rooms, vending machines, emergency exits, conference rooms
  + Nearby food and services

Technology

* Your workstation should ready and waiting for you., make sure the new employee has access to any programs, software or electronic files they will need before their first day
* Set up Outlook (or other email tool) and additional software on your work computer (if applicable).
* Set up voice mail (if applicable).

Learning and Development

* Read more about the History of PWCC and Mary T Wellcome
* Sign up for your health and wellness benefits package.

## First Week

## During your first week, you should meet with your manager to build knowledge of internal processes and performance expectations. This is also a great time to engage with your new team members.

## Benefits deadlines and Wellness

## Review the PWCC Handbook for New Hires to learn more about Phyllis Wheatleys Benefits. The Financial Director also offers office time to help you prepare for your benefits selections.

* Health
* You have **31 days from your eligibility date** to enroll in optional health benefits.
* Dependents Eligibility Verification - If you enroll your dependents in your health care plan, a dependent Eligibility Verification packet might be mailed to your home address by Health Partners. The verification packet will provide information on acceptable forms of documentation to verify your dependent’s eligibility. **Failure to provide complete documentation by the specified deadline will result in coverage termination for any dependent(s) not verified.**
* **Life Insurance and Disability -**Complete beneficiary information for university-paid life insurance and disability coverage in the PWCC Handbook

Connect with your PWCC Colleagues

* Chat with your manager or colleagues about the department to increase your understanding of unit goals and initiatives and the unit’s purpose within PWCC.
* Set up individual meetings, informal lunches or coffee with team members to get to know them personally. Some things to discuss can include job duties, how your job roles interact, how you might work together in the future, past experiences, and hobbies and interests.
* Identify appropriate contacts to ask for additional information.
* Begin to meet others in the department.

Technology

* Ensure you have access to a fully functioning computer and access to necessary systems.
* Identify IT resources and support.

Learning and Development

* If you are working for Mary T Wellcome Child development Center, make sure you are signed up in the Develop Portal and familiarized yourself with the MTW Program Professional Development Plan.

Policies

It is the responsibility of all individuals to identify and familiarize themselves with all applicable PWCC and specific Department policies. Make yourself familiar with policies that should be reviewed during the early days of your employment.

Scheduling Job Duties

* Discuss with your manager:
  + An organizational chart and how your job fits in the department, and how the job and department contribute to the unit, business area and to PWCC
  + Hours of work, unit practices for overtime and university policies for flexible work, vacation and sick leave, holidays, etc.
  + How to navigate the department’s culture to be successful
  + Goal setting, mid-year check-in and performance review processes
  + Discuss scheduled onboarding meetings and trainings and your initial assignments
  + 30-day and 90-day check-ins
* Review the process related to the probationary period (if applicable).
* Make sure you have sent in all details about direct deposit, paycheck, tax information and more.