

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

NOTIFICATION TO HR OF COMMITTEE'S SELECTION

Outcomes: *This is first step in the candidate becoming an employee.*

- ☐ Ensure all committee materials are submitted to Human Resources.
- ☐ Contacts all references; shares information with President.
- ☐ President determines candidate hired based on all application and committee materials.
- ☐ Human Resources creates an Offer Letter and Letter of Appointment.
- ☐ Human Resources contacts applicant and offers position.
- ☐ Terms of hire approved by President. President signs hire letter and contract after supervisor and budget approval
- ☐ Offer contingent upon background check. New hire submits paperwork for background check.
- ☐ Human Resources sends Offer Letter to new hire with information on benefits, etc.

BEFORE THE EMPLOYEE'S START DATE

Outcomes: *This is a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel "settled in" on their first day.*

Schedule and Job Duties

- ☐ Human Resources confirms with hiring supervisor employee new hire start date and specific needs based on position.
- ☐ Human Resources calls new employee one week prior or as soon as applicable.
 - Confirms start date, time, place, parking, dress code, etc.
 - Provides name of their onboarding mentor.

Socialization

- ☐ Human Resources & Supervisor select a mentor.
- ☐ Supervisor meets with the mentor, and provides suggestions and tips.
- ☐ Human Resources emails DCC employees the new hire information. Email includes start date and employee's role. Copies the new employee, if appropriate.
- ☐ Supervisor sets up meetings with critical people to meet with the employee in the first month.
- ☐ Supervisor arranges for lunch with the appropriate person(s) or mentor for the first day and during first week: lunch with department, lunch with one Administrator, lunch/coffee with one Faculty member and lunch/coffee with one Staff member outside their department.
- ☐ Supervisor arranges for a campus tour and introductions.

Work Environment

- ☐ Human Resources puts together welcome packet from the department and includes: job description, welcome letter, contact names and phone lists, campus map, copy of safety plan, hand book, parking and transportation information, mission and values of DCC and information on immediate area, etc.
- ☐ Supervisor prepares the work area, and set up cube/office space with supplies.
- ☐ Human Resources orders work area keys if needed.
- ☐ Human Resources orders business cards and name plate.

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

- ☐ Human Resources creates employee in Banner and notifies Information Technology.
- ☐ Human Resources sends copies of appropriate paperwork to Payroll.

Technology Access and Related

- ☐ Once notified by Human Resources that employee has been created in Banner, IT:
 - Creates an email account.
 - Sets up information technology equipment (computer, printer, email) and software.
 - Arrange for access to common drives, and coordinate security role authorizations as given by HR or the supervisor.
 - Arrange for phone installation.

Training/Development

- ☐ Employee completes online FERPA training and AIMA training on Moodle during time they are completing benefits in Human Resources
- ☐ Supervisor arranges pertinent trainings required for the job (Overview of Banner, etc.)
- ☐ Supervisor arranges for any necessary safety training.

FIRST DAY

Outcomes: *The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.*

Schedule, Job Duties, and Expectations

- ☐ Clarify the first week's schedule, and confirm required and recommended training.
 - Employee welcomed by President. (If unavailable, schedule as soon as possible.)
 - Employee meets with Human Resources.
 - Explain and enroll in benefits, review policies and procedures for payroll (time card, overtime, use of vacation and sick time, holidays, etc.)
 - Employee is provided copy of Collective Bargaining Agreement, position description etc.
 - Employee takes all online training (FERPA, AIMA, etc.)
 - Employee meets with Division Supervisor.
 - Employee meets with other areas as well (Student Life, Custodial/Maintenance, etc.)
- ☐ Supervisor provides an overview of the functional area.
 - Purpose, organizational structure, and goals.
 - Review job description, outline of duties, and expectations.

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

- ☐ Describe how employee's job fits in the department, and how the job and department contribute to the school.
- ☐ Review hours of work.
- ☐ Supervisor is available to greet the employee on the first day.
- ☐ Supervisor introduces employee to others in the workplace.
- ☐ Introduce employee to his/her mentor.
- ☐ Supervisor or mentor has lunch with employee.
- ☐ Supervisor ensures regularly scheduled meetings (e.g. staff and department) are added to employee's calendar.
- ☐ Prepare employee's calendar for the first two weeks.
- ☐ Supervisor plans and explains the employee's first assignment.

Work Environment

- ☐ Employee receives key(s) from Human Resources.
- ☐ Employee starts their day in Human Resources or Supervisor escorts employee to Human Resources to complete I-9, hiring packet and obtain D number.
- ☐ Supervisor or designee takes employee on a campus tour and makes introductions.
- ☐ Supervisor explains how to answer the phone, email etiquette, professionalism and confidentiality.

Technology Access and Related

- ☐ IT provides information on setting up voicemail and computer.
- ☐ IT provides overview of appropriate email and computer use and submits employee signature page to Human Resources.

FIRST WEEK

Outcomes: New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.

Training/Development

- ☐ Supervisor schedules with IT Overview of Banner training.
- ☐ Supervisor arranges for any applicable safety training.

Schedule, Job Duties, and Expectations

- ☐ Supervisor gives employee his/her initial assignment. (Make it something small and doable.)
- ☐ Supervisor debriefs with employee after he/she attends initial meetings, attends training, and begins work on initial assignment. Also touch base quickly each day.

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

- ☐ Supervisor provides additional contextual information about the department and organization to increase understanding of the purpose, value add to DCC, goals, and initiatives.
- ☐ Supervisor explains the annual performance review and goal-setting process.
- ☐ Supervisor reviews the process related to the probationary period (Meetings at 1 month, 3 month

Technology Access and Related

- ☐ Ensure employee has fully functioning phone, computer and systems access and understands how to use them.

Human Resources

- ☐ Human Resources emails employee when benefits are ready to be entered into benefitsolver.
- ☐ Human Resources communicates to employees that they have a 30-day deadline to enter benefits.
- ☐ Human Resources follows up with employee after 2 weeks to ensure they received benefit cards.

FIRST MONTH

Outcomes: *Employee is cognizant of his/her performance relative to the position and expectations; continues to develop, learn about the organization, and build relationships.*

Schedule, Job Duties, and Expectations

Supervisor:

- ☐ Schedules and conducts regularly occurring one-on-one meetings.
- ☐ Continues to provide timely, on-going, meaningful "everyday feedback."
- ☐ Elicits feedback from the employee and be available to answer questions.
- ☐ Discusses performance and professional development goals. Give employee an additional assignment.

Socialization

- ☐ Continues introducing employee to key people and bring him/her to relevant events.
- ☐ Meets with employee and mentor to review first weeks and answer questions.

Training and Development

- ☐ Ensure employee has access to all necessary training.

FIRST THREE MONTHS

Outcomes: *Employee is becoming fully aware of his/her role and responsibilities, beginning to work independently and produce meaningful work. He/she continues to feel acclimated to the environment, both functionally and socially.*

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

Schedule, Job Duties, and Expectations

Supervisor

- ☐ Continues having regularly occurring one-on-one meetings.
- ☐ Meets for three-month performance check-in – use form provided by Human Resources to be placed in employee file.
- ☐ Continues giving employee assignments that are challenging yet doable.
- ☐ Creates written performance goals and professional development goals.
- ☐ Discusses appropriate flexible work options.

Socialization

- ☐ Have employee “shadow” you at meetings to get exposure to others and learn more about the department and organization.
- ☐ Have a check-in with the employee and mentor.
- ☐ Take employee out to lunch, and have informal conversation about how things are going.

Training and Development

- ☐ Ensure employee attended a semi-yearly New Employee Orientation session. (Sessions are conducted regularly after Fall and Spring In-Service.)
- ☐ Ask if needed training is completed.
- ☐ Provide information about continued learning opportunities including tuition assistance and programs offered by DCC.

FIRST SIX MONTHS

Outcomes: Employee has gained momentum in producing deliverables, has begun to take the lead on some initiatives, and has built some relationships with peers as go-to partners. Employee feels confident and is engaged in new role while continuing to learn.

Schedule, Job Duties, and Expectations

- ☐ Conduct six-month performance review – form provided by Human Resources and placed in employee file.
- ☐ Review progress on performance goals and professional development goals.

Socialization

- ☐ Create an opportunity for employee to attend or be involved in an activity outside of his/her work area.
- ☐ Invite employee to campus events and introduce him/her to others.

New Employee Orientation & Onboarding

A guide for new employees and their managers

Employee: _____

Start Date: _____

- ☐ Meet with employee and mentor at the end of their structured mentor-relationship. Discuss how things went and what else would be helpful for the employee.

FIRST YEAR [BETWEEN SIX AND TWELVE MONTHS]

Outcomes: Employee is fully engaged in new role – applies skills and knowledge, makes sound decisions, contributes to team goals, understands how his/her assignments affect others in the organization, and develops effective working relationships. He/she has a strong understanding of DCC's mission and culture. Employee continues to be engaged in his/her role and has gained greater confidence in position; begins to take on additional assignments and works with some level of autonomy.

Schedule, Job Duties, and Expectations

- ☐ Celebrate successes and recognition of employee's contributions.
- ☐ Continue providing regular informal feedback; provide formal feedback during the annual review process.
- ☐ Have a conversation with employee about his/her experience at DCC to date:
 - Extent to which employee's expectations of role and DCC align with reality.
 - Extent employee's skills and knowledge are being utilized and ways to better utilize them; what's working, what they need more of, etc.
 - Begin discussing the year ahead.

Socialization

- ☐ Support and encourage employee participating on a committee.
- ☐ Solicit employee's feedback and suggestions on ways to improve the onboarding experience. Do this one-on-one or with a small group of new employees.

Training and Development

- ☐ Discuss employee's professional development goals and identify relevant learning opportunities.