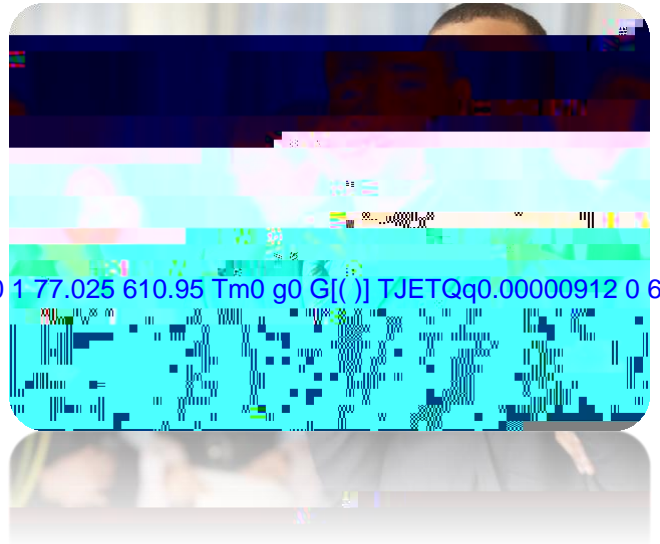


ONBOARDING GUIDE FOR MANAGERS



Send an email announcement to the group, department, and/or school or VP area, as appropriate, to announce the new employee's pending arrival. See the "[New Employee Announcement](#)" template for guidance.

Coordinate welcome activities, possibly start the day by going to get a cup of coffee with the new employee, give a tour of the facility, show where the new employee will work, schedule meetings with colleagues, and lunch plans for the first day. See "[Worki13 567.42 Tm0 gg/F2 10 Tf1 0 0 1 77.025 610.95 Tm0 g0 G\[\(\) \] TJETQq0.00000912 0 668.7 7](#)"



Continue meeting with the new employee to answer questions and follow up on training sessions and meetings that he/she attended.



Conduct a review meeting with your employee (after three or six months) and provide detailed feedback to employee on his/he

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To [staff in new employee's work area/department]:

I'm very pleased to announce that [new employee] will be joining us as [job title] on [start date]. [New employee] will be responsible for [insert information about what he/she will be doing].

[New employee] has recently [information about recent relevant employment background].

Please come to [location]


- Restrooms
- Break/lunch rooms
- Kitchen, including any department procedures
- Vending machines
- Supply room, including any department procedures
- Emergency and first aid supplies
- Photocopy and fax machine, including instructions on use
- Mail Centers
- Transportation services and stops
- Emergency Evacuation/Plans
- Other department locations on campus the employee may frequently interact with
- _____
- _____
- _____

A buddy should build rapport with the new employee by meeting face-to-face and answering questions by email, phone or instant messenger within a reasonable amount of time. It is encouraged for buddies to meet face-to-face for a minimum of 30 minutes each week for an established time period; however, support can go beyond the defined time period if appropriate and useful.

To be a buddy, an employee must understand the culture, have good interpersonal skills, and want to help. Below is a list of other qualities to consider when looking for a buddy:

- Can be given the time to be accessible to the employee
- Holds a job similar to that of the new employee (i.e. peer)
- Possesses a full understanding of the work environment (minimum length of service of six months or a year)
- Has a good performance record
- Is well regarded by peers
- Has good communication and interpersonal skills
- Has patience and is empathetic
- Has a positive attitude
- Possesses a strong sense of confidentiality

A buddy should provide as much concise information as possible to help the new employee feel comfortable in his/her work environment. The buddy should be a resource to the new employee on work rules, workplace culture and norms, and unwritten policies and procedures. Below

- 
- Greet the employee, introduce him/her to the work space, including where personal items are kept (coat rack, locker)
 - Provide facilities access information, security information, keys and parking permit
 - Answer any immediate questions the employee may have
 - Introduce employee to co-workers (and buddy if assigned)
 - Provide a tour of the immediate facilities (give personally, or assign a buddy)
 - Give employee some time to get acquainted with his or her work space
-
- Prearrange plans for lunch with you and/or others, if feasible.
-
- Schedule time for employee to establish computer systems
 - Arrange for employee to receive instructions and codes for photocopier, fax, and other machinery he or she will use
 - Go over any pertinent office policies and procedures (office hours, lunches and break times, phone coverage, etc.)
 - Allow time for the employee to settle in and review all the information provided to him/her throughout the day
 - Meet with the employee to debrief the day, answer any pending questions, and provide and explain the schedule and activities for the next several days

- What will be the end result of the assignment? Will it be newly created or updated/changed?
- What will the outcome look like? (Provide examples, if possible.)
- How will success be measured?

This will help the employee connect the assignment to the overall organization.

- Where do the results fit in the larger organizational picture? (Consider missions, goals and priorities). This will help the employee understand the impact the job has on the organization.
- Who will benefit from the results? (Students, staff, faculty, external stakeholders, etc.)

- What actions or steps are required?
- What resources or resource limitations may apply?
- What are the deadlines? Will there be milestones to meet prior to the final deadline?
- What is the priority of the assignment for the employee?
- How will progress be monitored?

- Should the employee carry out exact instructions?
- Should the employee bring recommendations to be decided on by the manager?
- What recommendations should the manager and new hire decide on together?
- Will the new employee have the ane

(Continued)

- Who can influence success?
- Who will the employee need to consult with? (Ensure that the employee knows how to contact this/these employee(s).)
- Who will the employee need to get resources from, if needed?

- What could possibly interrupt or stand in the way of success?

Remember to check with the employee throughout the discussion of the assignment to ensure that clear expectations are established; encourage questions. Clarify what management will do to support the employee's success. It is always recommended that the manager debrief with the new employee following the completion of the first assignment to gain his/her perspective on the assignment. During this conversation the manager can discuss the outcome of the assignment, what challenges he/she faced, how his/her interaction with other employees went and what could have been done differently.

Let the employee know your preferred means of communication. Today, with the many different work place arrangements, different methods of communication can be more effective (face-to-face, phone call, email, instant messenger).

- Do you generally prefer to talk in order to understand, read in order to understand, or do you have another preference? How does this preference influence how and when you choose to receive information?

- Will you be scheduling one-on-one meetings? How often will these meetings occur - weekly, monthly, quarterly? Individual meetings can improve morale by helping a new employee realize he/she is heard and valued. Good morale generates a positive work environment. Use one-on-one sessions to inquire about the new employee's goals, skills and interests.

1) How is your job?

2) Is it what you expected when hired?

3) Any surprises? If yel6i0 g0 G[()] TJET1 11 Tf0.84211 0 0 1 347.9 603.45 Tm0 g0

8.		
9.		
Criteria for Success:		

People who will observe you and give feedback:

Learning Plan Review: _____ % of activities completed as of: _____ (date)

Quarterly Review Meetings

Meeting	Date	Notes
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1

1. Plan for the coming year in the following areas:

Clarify the expectations and standards for the job

- *what's expected of someone in this role*
- *what standards must be maintained*

Set performance goals

- *what*