Session Agenda

• Why is On-boarding Important
• When Does On-boarding Begin
• Key Best Practices
• Questions
What is On-boarding?

Simplified: A series of processes that transition a new hire into a productive employee; orientation & assimilation
Successful On-boarding

What are the Benefits of Successful Onboarding?

a) Assimilation – Part of the team
b) Establishment of: Performance Standards & Expectations
c) Ensures all compliance and regulatory obligations are satisfied

Encourages better morale, productivity, safety and attendance
When Does On-boarding Start?

a) During Their Interview
b) When They Accept The Offer
c) Their First Day
Offer Accepted

What happens between the offer letter and that first day depends on planning and communication that assures a memorable welcome and alleviation of a new employee's natural anxiety.
Successful On-boarding

Best Practice:

Onboarding Check List Prior To Your New Hire’s First Day

• Compliance Items:
  • I9, background check, drug screen, ID Badge, Access and other compliance necessities complete?

• University Policies:
  • Code of Conduct
  • Confidentiality
  • Harassment/Discrimination/Title IX
Successful On-boarding

Best Practice:

- Department/Role Specific Training Items:
  - HIPAA, EH&S
  - Submission of Timesheets/Time Off

- Workspace
  - Access/computer
Best Practice: 
New Hire Announcement

To [staff of new employee's work area]:

I'm very pleased to announce that [new employee] will join us as [job title] on [start date]. [New employee] will be responsible for [information about what he or she will be doing]. [Name] has recently [information about recent relevant employment background].

• You can reach [new employee] at: [physical location/work address] [phone #][email address]
Successful On-boarding

Best Practices

• Describe the “big picture” – WU/Department/Employee’s role
• Review job duties and daily responsibilities
• Provide performance expectations regarding
  • Attendance/Call In procedure
  • Completion of timesheets/Time & Labor entry
• Open Communication
• How to address issues/ Identify a person to assist in the absence of the manager
Questions
Thank You!