



Division-Wide Onboarding Process

Long-term Onboarding

TWO WEEKS BEFORE START DATE

- Start planning your new employee's first day
- Notify the appropriate offices that you've made a new hire (Division, EAR, IT, UBS, HR)
- Mail your new employee any forms, swag, etc
- Elect a "buddy" within your office (or EAR) to guide new employee through first week
- Start scheduling first week meetings for new employee with relevant staff

ONE WEEK BEFORE START DATE

- Finalize first week itinerary, confirm meetings with relevant staff
- Send welcome email to new employee
- Finalize workspace, and login, software, etc for employee's first day

FIRST WEEK

- Keep employee busy & engaged with meet and greets and trainings—large focus on **introduction**, not **full training mode**
- Make sure their questions get answered
- Review binder of knowledge and Virtual Division Tour
- Send an introduction email
- Discuss learning plan, knowledge binder, and position description
- Provide resources and social connections to foster independence for new employee

FIRST MONTH

- Confirm the new employee has all tools and resources needed to perform job (survey or meeting)
- Touch base about job so far and lingering questions
- Give detailed feedback on first few projects to set tone of job expectations
- Encourage job shadowing and informational meetings
- Try to assign cross-disciplinary projects at first, to have employee learn how the Division (or your office) works together to complete tasks

AND ON...

- Set up check-ins at least once a month with new employee for the first 6 months or employment
- Keep employee engaged with new training and project opportunities
- Make sure new employee knows where to go with questions and concerns