A green and white logo

AI-generated content may be incorrect.New Employee Onboarding

Feel free to adjust this template and then provide it in a shared document with your new employee to help guide them as they get started.

**Pre-Hire Work for Supervisor**

HR Setup

* E-mail Human Resources for employee ID and e-mail account
* Request correct permissions based on position
* Employee submits new employee documents
* Employee should view benefits presentation and complete benefits enrollment

IT Setup

* Request computer and other technical equipment

Other

* Complete Key Request Form

Candidate Communication

* Email candidate with congratulations and information needed to feel comfortable and informed on what the first day and what the first week will look like as an employee.

**First Day**

* Greeted by supervisor or appropriate staff - invite dean to also greet them at the start of the day
* Internal tour - bathrooms, breakrooms, water, coffee, etc.
* Create employee ID at Student Help Desk
* Buy the new employee lunch
* Complete required training
  + Sexual Harassment Training
  + Title IX Training
  + Others
* Visit with HR to complete I-9 Verification

**College Required Training** (examples below)

* IT Security Training
* New Employee Orientation
* Campus Security Authorities: Roles and Responsibilities
* Clery Act Overview
* Room Scheduling
* Employee Timesheet Training
* Business Office processes
* Project Management Fundamentals (if appropriate)
* Student Accessibility Services

**General College Info**

Getting to know the campuses

* Tour Campus
* Visit other college locations

Internal Partners to Meet

* This would be a spot where supervisors could identify internal partners within the college that the new position should meet as a part of their first 90 days. Identify who the person is and what topics should be covered in the meeting. Also contact the internal partners to let them know the new employee will be reaching out and the topics you’d like them to cover.

External Partners to Meet

* This is a spot where supervisors can identify partners outside the college that the person should meet that impacts their position. It is also important when the new employee starts to make a warm introduction for the new employee and the external partner to help schedule the first meeting.

**Supervisor Communications**

First 90 Days Conversations

The Book The First 90 Days outlines 5 conversations new employees should have with their supervisor. Here's a description of these conversations:

1. The situational diagnosis conversation: In this conversation, a supervisor should explain how they see the current situation with the position. Is it a turnaround, a start-up, realignment, or sustaining-success situation? How did the organization reach this point? What factors - both soft and hard - make this situation a challenge? What resources within the organization can you draw on?
2. The expectations conversation: The role of this conversation is to explain expectations. What needs to be done in the short term and medium term? What will constitute success? How is performance measured?
3. The style conversation: How should you interact with each other in an ongoing basis. What forms of communication should be used and how often? What type of decisions should there be consultation and what type of decisions can be made alone?
4. The resources conversation: What resources in terms of budget, supplies and staff are available in the position?
5. The personal development conversation: In this conversation a supervisor should cover what areas does the staff member want to grow and what resources are available to support this growth? This discussion can include information on extra assignments in the future that would be of interest as long as it doesn't sacrifice focus.

Clifton Strengthsfinder Conversations

* New staff should take some type of personal assessment (I recommend the Clifton Strengthsfinder) and have a conversation with the supervisor about the results.

**Student Services Overview (This would look different for Academics or Business Division, but the topics could be similar)**

General Expectations for Staff

* Conversation with supervisor on basic expectations.
* Work to order name tag and business cards
* Overview of College and Division Organizational Structure
* Communicating within division, supervisor and the College (Overview of communication tools and uses of e-mail)
* Division leadership discussions – meet with appropriate leadership positions within the division to understand the expectations and vision of the division.

**Department Responsibilities** – Supervisors can outline different aspects of the job they want the person to learn and then save it by position to make it easier when the position is replaced. It is also important to identify where processes are located for staff to refer to after training is complete.

* General Department Guidelines
* Job Responsibility 1
* Job Responsibility 2
* Job Responsibility 3

**What does excellence look like in this position?** – In addition to the basic job responsibilities, it is also important to outline these are basic responsibilities and cover the extras a person could bring to the position to stand out. In addition, for leadership positions, it is important to identify early wins for the position to help the person get off to a strong start.