Manager’s Onboarding Guide

Directions: This checklist is designed to help Hiring Managers stay organized and prepared during the onboarding process. Onboarding is a continuing process that begins before an employee’s start date and lasts at least for the first 6 months for employment. Remember the goal of onboarding is to help cultivate a long-term relationship, promote a better understanding of the company culture and foster a feeling of belonging and purpose. Please feel free to reach out to the UITS HR team for additional guidance and information about onboarding best practices.

Preparing for New Employees Arrival

- After confirming acceptance, call/email the new associate to officially welcome them to UITS. Additionally, be prepared to answer any immediate questions.
  - In certain cases UITSHR will send a welcome email including information on; remaining necessary payroll forms; creating iu network id; parking permit; invitation to HR onboarding meeting to create photo badge; issue card key; and discuss benefits.
  - Clarify what time you expect him/her to be at work the first day, confirm location and where to park, explain who they will report to upon arrival, whether or not to bring a lunch, etc.
- Ensure that all New Hire Paperwork is completed.
- Gather information to present new employee on their first day.
  - Complete job description, an organizational chat, phone listing, etc.
- Ensure workspace is clean and has necessary equipment and supplies
- If the new hire has requested workplace accommodations, make arrangements for him/her in advance if possible
- Send an email to your team to announce the new employees pending arrival and add the new employee to all appropriate email distribution lists
- Prepare a schedule for the new employee’s first week that includes training that can be complete, welcome activities, face-to-face meetings, team introductions, etc.
- Consider assigning a Buddy (see Buddy System document for more information)

Day One

- Welcome new hire and make sure someone is present to escort them to their workspace
- Meet with the employee to go over his/her schedule for the first day and answer questions he/she might have
  - Communicate basic information about the workplace
  - Explain policies and procedures for work hours, breaks, overtime, use of vacation, sick time, paid time off, telecommuting options, etc.
- Introduce co-workers and team members
- Ensure employee can access computer and is given an ID badge

Week One

- Ensure new hire is introduced to key contacts and units
- Review calendar of major upcoming events and deadlines
- Set 30 day priorities
- Review key company and department information and goals

Within 1st Month

- Review and clarify performance objectives and expectations after the first month
  - Business-specific learning--get the new hire up to speed. Focus should include culture, values and strategy.
- Ensure employee has all necessary materials and is becoming familiar with the job, team and campus.

First 3 Months
- Deliver informal performance feedback and schedule first coaching session
- Check for signs of engagement and make any necessary adjustments to focus on maximizing employee satisfaction and contribution

**First 6 Months**
- Work to ensure your new employee is becoming self-sufficient—understands role and expectations and is executing on objectives
- Evaluate process on objectives, discuss performance and develop goals for the following year