

## **New Employee Onboarding**

### Supervisor Checklist

#### **What is Onboarding? Onboarding is...**

- Getting your newly hired staff or faculty member up to speed with the policies, processes, culture, expectations, and day-to-day responsibilities of their job and your department.
- Making new employees feel welcome and excited, confirming why they joined your department and the University of Richmond.

#### **Why is Onboarding Important? Onboarding...**

- Builds UR's and your department's reputation for being a great employer with excellent training, clear leadership, and a strong organization.
- Helps to retain your employees.
- Reduces high turnover costs.
- Quickly gets new employees to efficient productivity levels.
- Builds a cohesive team, thereby raising everyone's productivity.

#### ***Prior to Day 1***

- Make sure that adequate space, equipment, supplies, etc. are available.
- Develop a training plan for the new team member (what tasks/skills need to be learned, who will teach them and when will they be taught). Identify significant milestones for learning.
- Plan the Day 1 schedule (tour of the department, introduction to other department members, lunch with department members, one-on-one meeting with you to discuss performance expectations, etc.).
- If the employee is attending the HR Onboarding program on his/her first day, make sure they are aware of where to go when it ends at 4:00 p.m.
- Make sure the employee has access to necessary databases, email, phone, etc.
- Inform your team of the new employee's start date.
- Send a "Welcome" email to the new employee. Consider including some or all of the following:
  - Location to report to and who to ask for upon arrival
  - Day 1 schedule and expectations
  - What to wear/bring (dress code or supplies/tools), if applicable
  - Attach relevant introductory materials (e.g., acronym list, lunch options list, organization chart)

### **Day 1**

- Be available to greet your new employee after they complete their HR processing.
- Confirm that the new employee has completed all the necessary forms in HR, such as the I-9 and tax forms.
- Describe your department by explaining its name, purpose, position within the division and/or school, staffing, and any special departmental rules or procedures. Provide handouts as appropriate.
- Discuss the new employee's job duties and responsibilities. Be sure to point out the importance of the job to the department and/or school and the need to work as part of the department's team.
- Explain the work schedule of the department and of the new employee.
- Make sure the employee knows the payday schedule.
- At the end of the day, meet with the new employee to discuss the first day on the job. Ask questions and discuss concerns. Since new employees are sometimes reluctant to ask questions, you may need to encourage them.
- Tell the new employee about any specific department Orientation programs.

### **Days 2-10**

- Discuss job expectations and your personal expectations with the new employee.
- Explain that the introductory period is a time to learn as much as possible about the new job and that you are available to provide assistance. Identify others in the department who also can help and ask them to do so. Encourage your new employee to ask questions about the job, department, and university.
- Provide the employee with a list of key contacts and people to meet within their first few months.
- Direct the employee to the Staff Policies and/or Faculty Handbook for information on specific University guidelines.
- Discuss the importance of interacting courteously and effectively with other employees, students, and UR community.
- Be proactive about managing the new employee's training and development. Create and discuss performance feedback goals with the new employee and submit them on [UR Talent Web](#) (for staff employees). Give your new team member positive reinforcement for tasks or responsibilities that have been performed well.
- Review how to track and approve leave time (for Staff employees).
- Make sure the new employee is receiving relevant University communications (i.e. Spiderbytes, department newsletters, etc.)
- Encourage the new employee to take advantage of available resources (UR e-Learning (for staff employees), employee wellness, transportation, insurance, etc.

### ***First 90 Days***

- Continue to document performance feedback in [UR Talent Web](#) (for staff employees).
- Regularly meet with your new team member to review his or her performance. Acknowledge strengths and good work as well as coach or counsel to support and encourage improvement.
- Elicit and discuss questions or concerns.
- Ask the new employee if there are learning and professional development opportunities of interest to him or her. Discuss and determine which opportunities may be appropriate.
- Ensure that employees register for and complete Title IX and FERPA training through UR Talent Web.
- Keep encouraging your new team member to get involved with the UR community. Suggest that they talk to other employees about campus groups, publications, and other professional activities and resources that are available and might be of interest.
- Have a 90-day check in conversation with the employee to gauge their learning, answer questions, and provide any needed resources.