

ONBOARDING

the action or process of integrating a new employee into an organization

Onboarding new hires at an organization should be a strategic process that can last up to one year. The onboarding process focuses on helping employees new to your department and new to the university become acclimated to the work environment.

Every department in the Division of Student Affairs and Academic Support is unique and therefore the onboarding process for your area will be unique. This document highlights best Human Resources practices.

Before implementing an official departmental onboarding program, you will need departmental buy-in from everyone who will play a role in onboarding new employees.

Key questions to ask before getting started are:

- When will onboarding start?
- How long will it last?
- What impression do you want new employees to walk away with at the end of the first day?
- What do new employees need to know about the culture and work environment?
- What role will direct managers, and Co-workers play in the onboarding process.
- What kind of goals do you want to set for new employees?
- How will you gather feedback on the program and measure its success?
- How will the onboarding process look for someone who is new to the department? New to the division? New to the university?

Year-long onboarding can sound time consuming and overwhelming however it need not be.

BEFORE

Communicate with the employee about paperwork that needs to be completed. If the employee is from out of state consider sending information about the Columbia area, things to do and places to eat. If possible, secure a parking space and provide them with the garage location and reserved number if applicable. Order business cards in advance and assign a department mentor. Stock their desk with office supplies, a working stapler, pens, a pad to take notes on and their business cards. If possible, consider purchasing a plant or a Gamecock coffee mug as a welcome gift, you can also gift office swag if you have it available.

FIRST DAY

Have a planned schedule, but also allow time for the new employee to process information. Use the included check list to ensure you cover key topics.

FIRST MONTH

Introduce employee to key partners across campus, continue to check in and answer questions and address concerns. Co-create a personal plan with the employee to include roadmap that outlines goals, training, support, how problems will be addressed, and professional development.

FIRST YEAR

Throughout the first year the onboarding process should continue by touching base with the new employee to ensure that all necessary information has been shared and that the organization is addressing the employee's questions and concerns. Check in to see if the employee is getting LEAD Training or other professional development. Encourage employee to get involved in cross campus committees such as the PD team.

THE FOUR C's OF ONBOARDING

According to the Society for Human Resource Management onboarding has four distinct levels: **Compliance** refers to the basic rules and policies. **Clarification** refers to ensuring the employee understand their job duties and performance expectations. **Culture** refers to the employee understands the departmental formal and informal norms. **Connection** refers to the interpersonal relationships networks that new employees must establish. Proactive onboarding integrates the 4 C's.

Onboarding is not a one-size-fits-all process, employees at different levels require different interactions. But in general, onboarding should:

- Unfold over time
- Encompass multiple interactions
- Use organizational resources (LEAD Training, PD events)
- Involves key stakeholders
- Emphasize high quality interactions

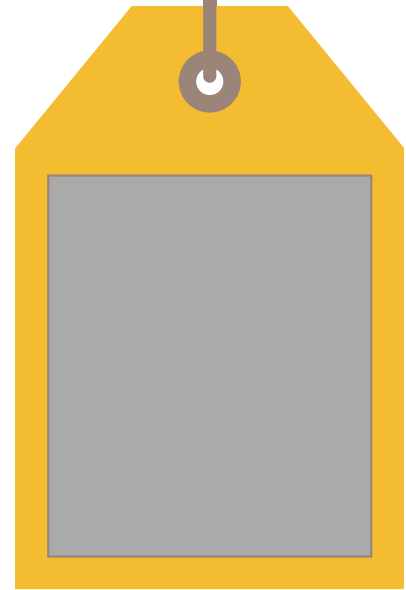
Pre-boarding checklist

Things to order, request, do

- Computer and peripherals
- Phone and voicemail setup
- Parking if applicable
- Business Cards
- Desk/office supplies
- Name tag if applicable

Extras

- Gamecock gift/ Office Swag
- Welcome card signed by team
- Plan a welcome breakfast or lunch with the team



Sending a welcome email to the employee before their start date is an additional nice touch.

New Hire Sample Email:

Dear {name},

Welcome to {department name} we look forward to you joining our team on {start date}.

Here is everything you need to know about your first day:

- Office address and campus map link
- Parking instructions
- Schedule

Please bring

Identification complete your Human Resources Paperwork (if not already done) a list of identification needed to complete the I9 form can be found at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

{anything else you may want them to bring the first day, for example a sweater because the office can get a little chilly}

Connect with the team

{insert LinkedIn address of team members}

Sincerely,

Your Supervisor

First day success



Complete I-9 via I-9 advantage system

Submit paperwork to HR via systems

Review review key policies and procedures:

- Vacation and Sick Leave
- FMLA/Leaves of Absence
- Holidays
- Leave reporting
- Overtime
- EPMS
- Dress code
- Personal conduct standards
- Confidentiality
- E-mail and Internet usage
- Other:

Review Administrative Procedures:

- Office/desk/work station
- Keys
- Mail (Incoming and Outgoing)
- Shipping (FedEx, Airborne and UPS)
- Business cards
- Purchase requests
- Telephones
- Carolina card
- Conference rooms
- Expense reports
- Office supplies

First day success



Review Computer Information

- E-mail
- Intranet
- MS Office suite
- Internet
- Databases
- Data on shared drives

Give introductions to department and staff

Review job description and performance expectations and standards.

Review job schedule and hours.

Review payroll timing, time cards (if applicable), policies and procedures.

LEAD Training

Give office tour including but not limited to:

- | | | |
|------------------------------------|---|--|
| <input type="radio"/> Rest rooms | <input type="radio"/> Printers | <input type="radio"/> Water coolers |
| <input type="radio"/> Mail rooms | <input type="radio"/> Office supplies | <input type="radio"/> Emergency exits |
| <input type="radio"/> Copy centers | <input type="radio"/> Kitchen | <input type="radio"/> Give campus tour |
| <input type="radio"/> Fax machines | <input type="radio"/> Coffee/vending machines | |