

Onboarding Milestone: Setting the stage

Communication

Provide information to the employee before their first date of work via phone, email, etc.

- When to arrive (date and time)
- Where to park
- Where to report
- Who to ask for upon arrival, and make sure that person is prepared to offer a warm welcome!
- What to wear (uniform, lab attire, hard-toe shoes, etc.)
- What the schedule will be
- What the lunch options for the first day will be. If you're hosting a catered lunch meet-and-greet, it goes a long way to ask about food preferences in advance.
- Provide a link to the staff handbook

Work environment

Make sure your new employee's work area is set up before the first day. First impressions count, so providing your new employee with a work area that is "move-in" ready matters.

- Determine designated space (locker, workbench, cubicle, office).
- Organize and clean designated space.
- Make arrangements for furniture (chair, stool, desk, file cabinet).
- Order name plate, if applicable.
- Make sure supplies and equipment are available.
- Arrange for keys or other means of access to the designated space (building, lab, office, locker room).
- Arrange for employee to get Wildcard ID (or paper ID card, if applicable)

Support network

Select members your team to be the go-to experienced resource for your new employee during the first few months. They can help answer questions and provide guidance in the early phases of the onboarding process.

Welcome announcement

- Announce the hiring of your new employee. Let everyone, including the management team, know when they are starting and in which position.
- Include information about your new employee's background (previous employment, education, experience, interests).
- Ask others to welcome and show support for your new employee.

Schedule

The schedule should include a balance of time with others and time alone to read introductory materials and complete orientation-related tasks.

Create a first week schedule so your new employee hits the ground running with meaningful work. First week schedule

- Plan and schedule any training critical for your new employee to receive within the first few weeks on the job (including University New Employee Orientation).
- Set up appointments with individuals whom your new employee should meet early on.
- Set aside time on your calendar to make sure you are available when the new employee arrives on the first day and frequently throughout the first week.
- One-on-one or small group meetings with team members. During these meetings, team members might describe their work and how it integrates with the new employee's work.
- One-on-one meetings with you to discuss position description, performance expectations, appropriate attire, time and leave, etc.
- Designated space and time for the new employee to take the University New Employee Orientation Program. Any time a new employee spends taking the online orientation is considered paid working time.
- Meetings with other key colleagues.
- Tour of campus or larger work environment.