

# Manager's Onboarding Guide

This checklist is designed to help Hiring Managers stay organized and prepared during the onboarding process. Onboarding is a rolling process that begins before a new employee's start date and lasts for at least the first six months of employment.

The goal of onboarding is to cultivate a long-term relationship with new co-workers, promote a better understanding of the company culture, and foster feelings of belonging and purpose.

Please feel free to reach out to the SICE HR team for additional guidance and information about onboarding best practices.

## Preparing for a New Employee's Arrival

After confirming the new employee's acceptance, call or email him/her to officially welcome him/her to SICE. Be prepared to answer any immediate questions he/she might have.

In certain cases, SICE HR will send a welcome email that includes information about:

- Necessary payroll forms
- Creating IU network ID
- Parking permit
- Invitation to an HR onboarding meeting to discuss benefits, use of vacation, sick time, and paid time off

Be sure to inform new hires of expectations and other necessary information prior to the first day of work, including:

- When to arrive for work each day
- Where the job is located and where to park
- Whom he/she will report to upon arrival
- Whether or not they should bring a lunch

Any necessary paperwork for new hires should also be completed prior to the first day of work.

The workplace should be readied to suit the new employee, including:

- Gather remaining information that might be helpful for first-day employees
- Ensure his/her workspace is clean and has necessary equipment and supplies
- If the new employee has requested special accommodations, make arrangements for him/her as far in advance as possible
- Announce the new employee's pending arrival to the rest of your team
- Add the new employee to all appropriate email distribution lists

Consider scheduling activities such as training, welcome activities, face-to-face meetings, team introductions, etc., during the first week to help the new employee integrate with his/her new work environment.

Assigning a Buddy can be another helpful welcoming tool. (See the Buddy System document for more information.)

## **Day One**

Make sure you or someone else is present to welcome the new hire and escort him/her to his/her workspace.

Once the employee is settled:

- Meet with the employee to go over his/her schedule for the first day
- Communicate basic information about the workplace
- Explain policies and procedures for:
  - Work hours
  - Breaks
  - Overtime
  - Telecommuting options
  - Have a role-and-responsibilities discussion
  - Encourage open dialogue
- Introduce co-workers and team members
- Ensure employee has computer access

## **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

### **First 30 Days**

- Review and clarify performance objectives and expectations
- Ensure employee has all necessary materials and is becoming familiar with the job, team, and campus

### **First Two-to-Three Months**

- Deliver informal performance feedback. Assess performance—PAO/PAE employees have a 6-month probation period, Support Staff have a 90-day probation period.
- Schedule first coaching session
- Check for signs of engagement
- If necessary, adjust focus to maximize employee satisfaction and contribution

### **First Six Months**

- Work to ensure new employee is self-sufficient
  - i.e., understands role and expectations and is executing objectives
- Evaluate process on objectives and discuss performance
- Develop goals for the following year