

## Onboarding Ideas

**Directions:** This list is designed to assist with the department’s orientation process. Onboarding is a long-term process that begins before an employee’s start date and continues for at least six months. Once an employee starts, he/she can work together with the hiring manager and an onboarding peer to complete the checklist.

An *onboarding peer* is an individual within their department who can assist in the onboarding process and be a “go-to” person as directed by the manager. The hiring manager may add additional activities that are relevant to the new employee’s area.

### Pre-Arrival

- Complete needed paperwork for new hire (PAR, contract etc...)
- Review and customize; review applicable policies
- Confirm offer letter sent to new employee
- Call to officially welcome the new employee to NKU after confirmation of acceptance
- Provide new employee with a contact when applicable
- Create an onboarding schedule for new employee
- Assign onboarding peer\* for new employee’s first two months on the job
- Talk to them about where to park on the first day. A permanent parking permit can be obtained from the parking office once a new employee is hired.
- Set up computer, phone, log in password, office supplies
- Send an announcement via email to the department announcing the new hire and start date

### Arrival

#### 1<sup>st</sup> Day

- |  | <b>Who Initiates</b> |
|--|----------------------|
| <input type="checkbox"/> Go to the HR office (AC 708) to complete new hire paperwork | Employee             |
| <input type="checkbox"/> Go to All Card Office to obtain All Card                    | Peer                 |

#### Department Onboarding

- |  |                |
|--|----------------|
| <input type="checkbox"/> Introduce to co-workers   | Hiring Manager |
| <input type="checkbox"/> Distribute assigned key and/or access card to office  | Hiring Manager |
| <input type="checkbox"/> Discuss procedures for scheduling time off and unexpected absences  | Hiring Manager |
| <input type="checkbox"/> Review work schedule, pay schedule and overtime policy (if applicable)  | Hiring Manager |
| <input type="checkbox"/> Review appropriate attire for workplace or lab  | Hiring Manager |
| <input type="checkbox"/> Go over phones, fax, copier, office supplies  | Peer           |
| <input type="checkbox"/> Provide Computer Orientation at desk (Computer sign-in, Shared drives on Network, Email, School/Departmental Website) | Peer           |

- Give a department tour (place to hang coat, washroom, vending machine etc, Peer
- Arrange a welcome meal for new employee Hiring Manager and / or Peer

**Within 1<sup>st</sup> Week**

- Activate NKU email account online at <https://password.nku.edu/> Employee
- Obtain permanent parking permit from the Parking Office near the top level of the Welcome Center Garage. Employee
- Sign up for direct deposit and update online directory at <https://myнку.nku.edu/> Employee

Communicate Job Expectations and Review Departmental Procedures

- Review job responsibilities, competencies, and expectations Hiring Manager
- Review performance feedback and appraisal process Hiring Manager
- Review department's mission, strategy, values, functions, policies and procedures; confidentiality of information; emergency regulations etc... Hiring Manager
- Review University standards for business conduct (nondiscrimination, no tolerance of workplace violence, sexual harassment prevention and resolution) Hiring Manager

Training (as applicable)

- Training plans by position <http://myнкуhelp.nku.edu/training/trainingplans.html> Hiring Manager
- Additional MyNKU information <http://myнкуhelp.nku.edu> Employee

**Within 2 Weeks**

- Attend New Employee Orientation Employee
- Schedule weekly or monthly meeting to touch base with supervisor Employee

**Within 1<sup>st</sup> Month**

- Enroll for benefits within 31 days of hire date Employee
- Review and clarify performance objectives and expectations Hiring Manager

**During First 90 Days**

- Employee attends University Welcome Employee
- Conduct Probationary Evaluation Hiring Manager

**5<sup>th</sup> and 6<sup>th</sup> Month**

- Review performance objectives and progress Hiring Manager
- Discuss training completed and training planned for the future Hiring Manager