

## Onboarding New Employees

Immediately following Foundation HR's Orientation, you will be responsible for onboarding your new staff member within your department. Onboarding is the orientation and integration of your new employee into your department. It provides your new employee with an overview of your department and the resources and tools needed to excel at their job. These guidelines will help your new employee feel welcomed, engaged, and prepared. It also helps to shorten your new employee's time to achieve productivity.

### Before Your New Employee Arrives

- Ensure that your new employee will have the basics on their first day of work: including office space, phone, voicemail, computer, building access, systems, and email setup.
- Notify members in your department when your new employee will be starting via email correspondence. Provide an overview of your new employee's experience, what they will be working on, and to whom they will report.
- Identify an onboarding "buddy" to serve as the new hires guide.
- Identify and schedule required training to take place during their first few weeks/months.

### First Week of Employment

- Since your new employee's first day will leave a lasting impression on them, as their manager, you play an important role in helping to make the experience a positive one. Be sure to:
- Greet your new employee when they arrive.
- Introduce your new employee to their team and the people they will interact with most closely.
- Review their job responsibilities as well as the department's goals and department and/or division's website.
- Arrange for the "buddy" to provide a tour of their work area, including exits, copy/fax machines, and restrooms.
- Confirm that your new employee has the equipment and resources that they need (phone system, voicemail, intranet, network access, software, hardware, printers, email, mail, business cards, IT support, access cards, building security, safety and emergency procedures, phone lists, office supplies, etc.).

### Review Period (90 Days)

- The first 90 Days of a Foundation member's employment is a crucial time for you to evaluate your new staff member, set performance expectations, and agree on clear job goals.
- For your employee, the first 90 days are about building relationships, learning processes/procedures, and beginning to contribute to the Foundation.
- Schedule weekly (or biweekly) one-on-one meetings to review progress and provide feedback and coaching to the employee.
- Help your new employee set up appointments with groups outside of the department in order to establish important cross-functional relationships.