

Pre-Employment: Before the First Day

The new employee should feel welcomed and informed during this time. They should have a sense of excitement and confident with their decision to join RWU. They should have feel eager to learn and start their new position.

NEW HIRE DATA COLLECTION

The employee will receive a link to the New Hire Onboarding packet through Interview Exchange and their background screening authorization from Hire Image shortly after accepting the position.

Human Resources will send a welcome email to the new hire prior to the first day requesting I-9 identifications, COVID vaccination cards, and provide info on what to generally expect during the first week of work institutionally. Your job as a manager is to support and supplement the institutional processes to ensuring a seamless and welcoming onboarding experience and start to their RWU career within your team.

TIPS FOR PREPARING FOR THEIR FIRST DAY

- Call or email to officially welcome the new employee after acceptance confirmation. Confirm start date. Discuss dress code, working hours, contact information, parking information (if applicable), and where to go on first day.
- Review job description and/or task list with the employee. Good questions to ask include questions such as: *what parts of the job excite you the most? Which areas do you feel you will hit the ground running? Where to you feel you may need some support or focused time to get up to speed?* Use time prior to first day to ask such questions to develop as personalized a training plan for the employee as possible
- Create a training or orientation plan for the new hire. An effective training plan should outline:
 - Any required training
 - Time with teammates and specific tasks they will review
 - Time with other areas (when applicable) and specific tasks they will review
 - Time with the supervisor
 - You can email the itinerary to new employees in advance of first day and see what other gaps or expectations they see
- Review training plan with staff
- Send internal email announcements to department and other relevant offices to the employee role announcing the new hire and start date. Announce new employee through appropriate channels. Some areas use an email list when a new employee will be joining the team.
- Set up office/desk/work space
- [Request network access](#)
- [Request key and ID access](#)
- If applicable, request mobile phone stipend, talk to employee and order business cards, name tags. It's a great touch to have those in place on their first day
- Gather and provide and training materials related to job
- Consider regular formal 'check-in' times or meetings to answer questions, reviewing training and work progress
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to ask questions, identified things not going right, places where more clarity, training, or support might be needed.

- Attend regular check-in meetings with new hire
- Review goal progress and completion
- Managers should provide tips or observations on things that may need adjusting or more effort and follow up in writing with a supportive plan
- Review career path and learning opportunities
- Attend Unconscious Bias Training

6 MONTHS

At the half-year mark, employees should be comfortable in their role and have an understanding of how their work and role contributes to the greater university community and mission. New employees should be able to navigate the campus, departments, and understand our organization structures. They should be able to trust their supervisor and feel like a valued member of the staff.

- Provide a 6 month performance review (formal or informal based on your division practices)
 - Make any relevant adjustments to goals for the year, training needed and coaching where appropriate
- Acclimate the new hire to the formal annual evaluation process
- Encourage professional development opportunities
- Participate in campus/community engagement opportunities
- Participate in campus communities and affinity groups

1 YEAR

At the first year anniversary the employee should feel pride and ownership of their role and position. They should feel like a contributing member of the community, that their work is an important part of the university's mission. They should feel excited for year two and be able to self-identify areas of further training, goals for their second year.

- Acknowledge first year anniversary with the individual and with the team
- Hold formal performance review

*Supervisor Check-ins are to discuss how the new hire's employment is developing (progress, any surprises, challenges, areas for improvement, questions etc.).

1 YEAR

Send First Year Anniversary card with gift
Anniversary notice to manager

Check-In Articles