

HR Onboarding Tips

Below are some tips for the hiring manager to consider when preparing for a new hire's first day.

The Hiring Supervisor (or designee) will:

- Contact your new hire to discuss time to arrive on first day and parking for the first day
- Prepare and send announcement to your team and other key employees informing them of the new employee; provide a snapshot of the person's background and experience, as well as start date
- Clear time on your schedule to meet with your new employee on the first afternoon
- Make first day parking arrangements
- Make first day lunch plans for your new employee
- Prepare workstation/office (clean and stock with basic supplies)
- Make an appointment with IT to set up phone, computer, building access on the first day of work

First day

Set with phone, computer, ID, Building access, parking

- Make introductions to colleagues
- Review departmental procedures and culture (manuals, policies, etc.)
- Set job expectations
- Provide job-specific training, including shadowing
- Ensure attendance at New Employee Orientation
- Explain the evaluation process

You may choose to have an orientation contact or "buddy." This person will help orient your new employee and be a "go to" when you're not available. Some tips:

- Choose someone knowledgeable, eager and patient
- Delegate, but do not completely detach yourself from the process
- Decide which tasks to split between you and the orientation buddy
- Include this new role in the orientation buddy's performance evaluation