

# Human Resources

“On-Boarding”

The New Hire  
Orientation  
Process



# Human Resources

On-Boarding is a process of

- Introducing the employee to his new role and responsibilities; defining goals and setting expectations
- Acclimating the new employee into the organization's culture
- Preparing a new hire for success



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## Benefits of On-Boarding:

- Increases employee engagement
- Sets expectations and clarifies outcomes
- Impacts how quickly a new hire contributes to the department



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## Top 10 Ways to Turn Off a New Employee...

10. Make sure his work area has not been assigned or cleaned
9. Assignment: Read the 500 page procedures manual that hasn't been updated since 1972



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## Top 10 Ways to Turn Off a New Employee...

8. Ask him to set up his own voicemail
7. Task her with the most meaningless “busy work” possible



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## Top 10 Ways to Turn Off a New Employee...

6. Assign as his “job buddy” the most negative, bitter, unmotivated and toxic, university bashing employee on your team



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## Top 10 Ways to Turn Off a New Employee...

5. Forget to send him to “Loyola 101”, the “Benefits Orientation” or the “Partners in Mission” programs
4. Assign the new person to shadow a coworker who’s got the most major, time critical, career impacting deadline in three days



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## Top 10 Ways to Turn Off a New Employee...

3. When he asks you "what are my goals?"

Tell him "Hey...that's why I hired you...you're supposed to have initiative! So show some – go write 'em yourself!"



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## Top 10 Ways to Turn Off a New Employee...

2. Don't tell anyone on the team that you've filled the job



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## Top 10 Ways to Turn Off a New Employee...

And the number #1.

way to turn off a new employee

is ...



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## Top 10 Ways to Turn Off a New Employee...

1. Greet him with “Oh...you’re supposed to start today? I thought it was next Tuesday”



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## Tips for creating an on-boarding process...

*What things do new employees need to know about this work environment that would make them more comfortable?*

*What key policies and procedures must the employee be aware of on the first day to avoid mistakes?*

*What special things (desk, work area, access) can you provide to make the new hire feel welcome?*

*What experiences can you provide for the new hire so he can discuss them with friends/family at the end of the first day of work?*



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*What types of on-boarding activities  
have you found to be helpful?*



# Human Resources

*What types of on-boarding activities have you found to be helpful?*

- *Assign a “job buddy”*
- *Place a box of cookies on the new hires desk*
- *Make sure all the equipment needed to work is available on day 1*
- *Share the division/school’s mission, strategic goals or competitive strategies*
- *Provide an org chart, list of FAQ’s or contact names*
- *Supply procedure manuals or completed copies of forms and other job aids*
- *Schedule a weekly one on one meeting for the first six months*
- *Create short term and long term goals and follow up on progress*



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*What types of on-boarding activities have you found to be helpful?*

- *Make sure the new hire attends “Loyola 101”, Benefits Orientation and the “Partners in Mission” programs*
- *Schedule the new hires start date to overlap with the last week of the person currently doing the work*
- *Assign them to work on a committee/ task force*
- *Check out the University calendar for events of interest*
- *Plan a campus tour*



# Human Resources

In Summary...

You've invested time and energy in recruiting and selecting the new hire.

Now you must take time  
to make sure  
he's off to a strong start!

