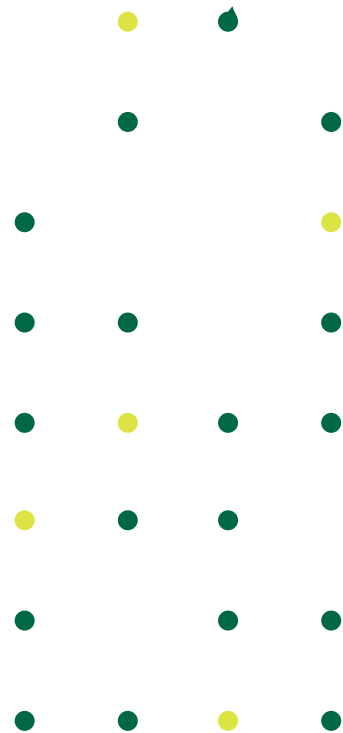


# ONBOARDING GUIDE

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TASK	OWNERSHIP	COMPLETION DATE
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Send a welcome email.

TASK	OWNERSHIP	COMPLETION DATE
Validate that no additional action is required on RightStart items or background check, if not completed.	Recruiter Supervisor	
Identify and add to the applicable email lists, reoccurring meetings, and mandatory meetings that the new hire will need to be included on.	Supervisor	
Notify and add the new hire to any upcoming meetings as an introduction agenda item	Supervisor	
If applicable, identify and assign the new hire their Ambassador. Meet with the Ambassador to determine meeting frequency and approach with new hire.	Supervisor Ambassador	
Based on the frequency discussed with the Supervisor, schedule reoccurring meeting times during the new hire's first month.	Ambassador	
Identify and itemize necessary training(s) and schedule, as applicable.	Supervisor	
Identify and itemize necessary reading material for beginning days when the new hire has downtime.  For example: review policies, procedures, benefit information, department website, etc.	Supervisor	

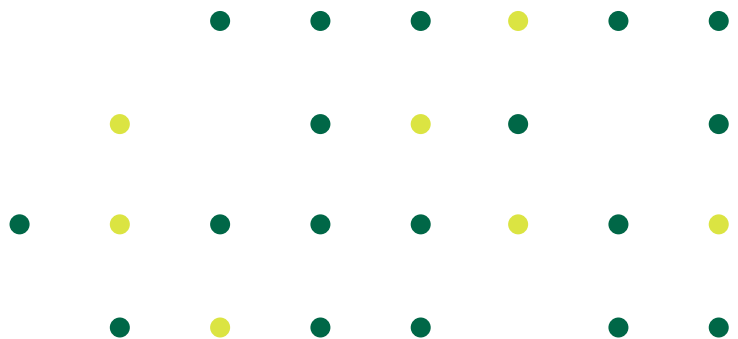
Coordinate welcome day activities, welcome card, and any USF welcome items or swag

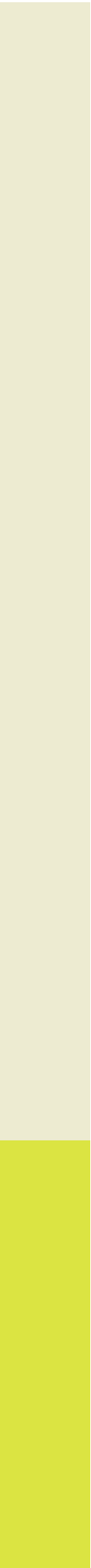
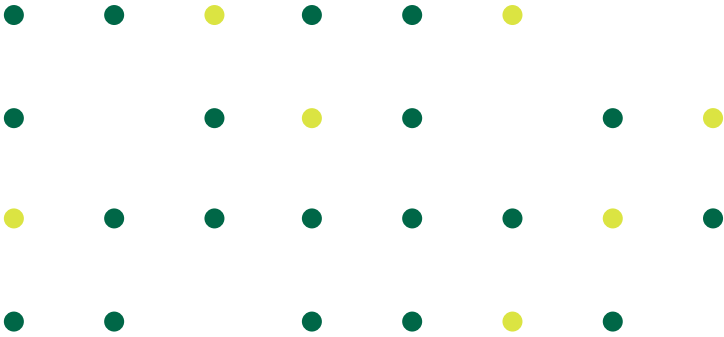
Supervisor  
Admin (swag)

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TASK	OWNERSHIP	COMPLETION DATE
Schedule coffee and conversation with the department/team for the first week. Notify admin to schedule within the first week.	Supervisor	
<p>Prepare workspace, office supplies, phone number, and computer.</p> <p>Disclosure: This is based on the completion of paperwork, NetID, and background check being completed. This should include a thorough cleaning, ensuring all areas are wiped down, removing miscellaneous items and tape from where things were taped up, phone and computer wiped down, drawers emptied, and personal items removed. Ensure that the workspace is clear of files, boxes, binders &amp; other items. Determine what needs to be retained or disposed of. Make sure the workspace has office supplies such as pens, highlighters, scissors, stapler with staples, dispenser with tape, and post-it notes.</p> <p><b>NOTE</b> For Remote employees send off other equipment, as needed.</p>	Admin + Supervisor	
<p>Send an email summarizing first-day expectations.</p> <p>For example, start time, meeting location, parking, payroll, reminder of any documents needed, dress code, contact information for Supervisor if needed, etc.</p>	Supervisor	
<p>Share new hire information with admin to share on department-wide communication.</p> <p>Note: Template to include picture, short bio, resume (for skip level), and fun fact</p>	Supervisor	

Notify applicable admin of addition(s) to the





COMPLETION  
DATE

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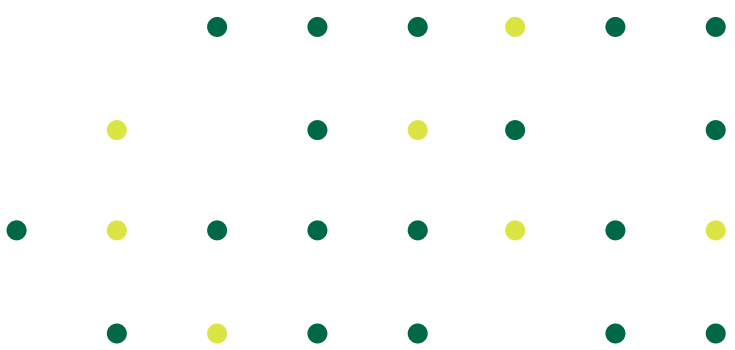
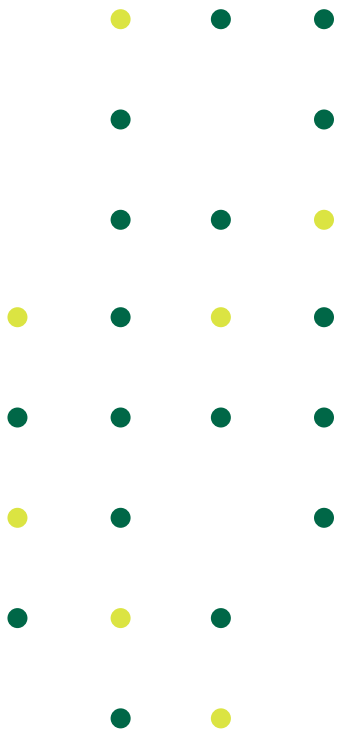






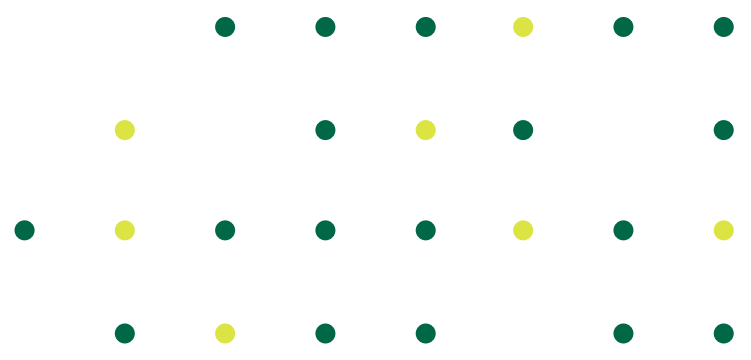
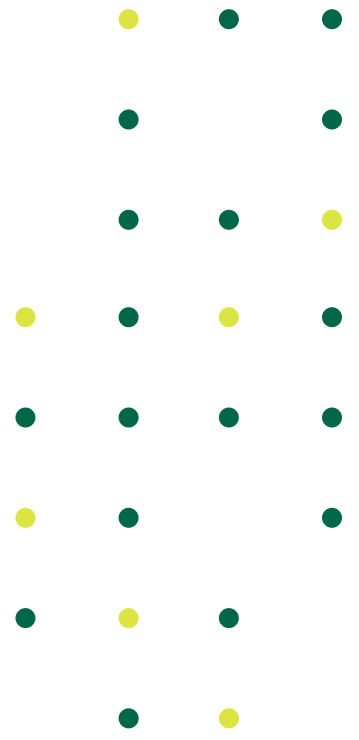


TASK



# ON DAY 30

TASK	OWNERSHIP	COMPLETION DATE
<p>Pose the 30-day evaluation questions to the new hire while encouraging them to be transparent and honest with their feedback.</p> <ul style="list-style-type: none"> <li>x How does the job compare to your expectations?</li> <li>x Do you have the information, tools, resources you need to do your job successfully?</li> <li>x Are you feeling welcomed by other employees, staff, and leadership?</li> <li>x What roadblocks to meeting your responsibilities in the position have you experienced?</li> <li>x How does your position allow you to feel productive and effective? Can you discuss why or why not?</li> <li>x What specific training do you feel you need to be successful?</li> <li>x If applicable, how are your Ambassador check-ins going? Do you feel like it's a good fit? Can you discuss why or why not?</li> <li>x What feedback do you have that could have improved your onboarding experience?</li> <li>x Do you feel you are receiving enough feedback and assistance from me, Ambassador, team, etc?</li> <li>x What would you change about the onboarding process to better prepare you for the position?</li> </ul>	<p>Supervisor</p>	



TASK	OWNERSHIP	COMPLETION DATE
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Pose the 60-day evaluation questions to the new hire while encouraging them to be transparent and honest with their feedback.

ONBOARDING

x

