**PURPOSE**

The Onboarding Plan in the College of Education and Human Ecology (EHE) is a multifaceted operation influenced by several factors pertaining to both the individual new employee and the entire college. In the college of EHE our goal is to ensure that every new team member feels valued, equipped, and empowered to succeed in their role. This includes providing clear onboarding processes, access to resources, mentorship opportunities, and a culture that encourages collaboration, respect, and continuous learning. By investing in the success of our new colleagues, we strengthen our teams and create a workplace where everyone can thrive.

***Highlights:***

* The Onboarding Plan is a resource where the identified employees within the plan work together to provide the manager and new employee with a schedule plan to support a smooth onboarding.
* Invest your time to create a personalized onboarding plan that will set your new hire up for success.
* Provide insight into the infrastructure of EHE and the stakeholders that support you and your new employee from date of hire.

**DEFINITION**

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|  | DEFINITION |
| **Onboarding Plan** | A Plan that will guide the manager and new employee through the introduction of EHE, our culture, and the social and performance aspects of the new employee’s job.  |
| **Stakeholders** | Are the identified employees within this plan that have a vested interest in the new employee’s success and EHE success.  |
| **Pre-Arrival**  | Is the time prior to the date of hire, where the manager and new employee should be interacting to prepare for the new employee’s arrival.  |
| **Post Arrival**  | Is the time after the date of hire, where the manager and new employee should be collaborating with stakeholders in completing the applicable items on the Onboarding Plan.  |

 **INSTRUCTIONS**

* Review and create an Onboarding Plan that is personalize for your new employee's role and responsibilities.
	+ Schedule touch base meetings with your new employee throughout the Onboarding Plan’s completion.
	+ Answer questions, provide guidance as needed, and your expectations regarding the Onboarding Plan.
* Identify employees that will be responsible for supporting the new employees Onboarding Plan.
	+ Schedule meetings for the new employee with the identified stakeholders.
* Document the name, date, time, in-person and/or Zoom link location using the Onboarding Plan.
* Once the Onboarding Plan is completed, the manager and new employee should meet to review and confirm completion.
* The Onboarding Plan should be sent to the department HRC, who will send the plan via DocuSign to obtain the Manager and new employees’ signature and upload the competed plan into the new employee’s personnel file.

**ROLES AND RESPONSIBILITIES**

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| Role | Responsibilities |
| New Employee | Review and understand the Onboarding plan in order to attend the meetings, complete the training, and applicable items assigned within the plan.  |
| Manager | Prepare the Onboarding Plan for the new employee to be ready for the employees’ first day. The manager should provide time for meetings and set expectations for employees’ new position and responsibilities. Send completed Onboarding Plan to Department HRC. |
| Department HR Consultant (HRC) | HRC will assist and support the manager and the executive assistance of the department/unit with preparing the Onboarding Plan. The HRC will obtain signatures and upload the completed Onboarding Plan to the personnel file.  |