



New Employee Onboarding Guide for Supervisors

Congratulations on selecting your new administrator/staff employee!

Your new employees' first day will be dedicated to Day One-New Employee Orientation held by the Human Resources office. During this time, your new employee will receive vital information regarding employee benefits, university policies, department overviews, and mandatory training.

Once your new employee has completed their Day One- New Employee Orientation, they will then begin their new position within your department. As a supervisor, it is your privilege and responsibility to welcome your new employee to your department and to introduce them to the University's mission and values. The onboarding process begins when the employee meets with Human Resources on his/her first day and is continued when you meet with your new employee. This guide is intended to assist you in making that meeting productive and meaningful. The following information is included:

- Preparing for the New Employee and Onboarding Meeting
- New Employee Checklist
- UIW Helpful Information for New Employees (*received by the new employee from the Human Resources Office*)

If you have any questions regarding Onboarding a new employee, please contact the Office of Human Resources at 210- 829-6019.

Preparing for the New Employee

Before the Meeting

- Review the “New Employee Checklist” and be sure you have all the necessary information.
- Give some thought to what you will say about how your department and the employee’s job supports the Mission.
- Be prepared to explain departmental policies/ procedures.
- Prepare employee’s workstation- make sure it is clean and operational (phone, personal computer, office supplies, etc.).
- Be sure you have received an email address and PIDM (employee identification number) generated by HR. Contact HR if you have not received this information by the employee’s first day of employment.

During the Meeting

- Welcome the employee and put him/her at ease. Remember, you are the employee’s first and immediate connection to your department.
- Complete the “New Employee Checklist” with the employee. Use it as a guide for discussion about the University, your department, and the employee’s job responsibilities.
- Establish one month & three month goals with the employee as appropriate. Make a copy of the goals for yourself and your new employee.
- Explain the introductory period of employment and that a formal evaluation will be conducted at six months.
- Provide the employee with their first project or assignment.
- Verify the email and PIDM received from Human Resources matches the information provided to the employee from orientation.
- Review job description with employee.

After the Meeting

- Meet with employee at the end of the day to answer questions and find out how the first day went.
- Continue to check in with new employee every day for the first two weeks.
- After the first two weeks, check in with new employee on a weekly basis, or more frequently as needed.
- Continue to provide regular informal feedback such as, what they are doing well, where they need to improve, and how they need to improve. Ensure they have the necessary tools and training to perform their job.
- Remind employee what they are doing is of value.
- It is vital to cover the “New Employee Checklist” on the first day the employee is in your department to ensure the success and quick acclimation of the employee to their new workplace.

New Employee Checklist

*This checklist should be completed with the employee's immediate supervisor. **Ideally, this should occur on the first day in your department.***

New Employee's Name: _____

- Introduction and discussion of how department mission and purpose supports the University's Mission
- Explain how the employee's job supports the Mission
- Review the employee's job description and explain duties, responsibilities, and expectations
- Introduce the new employee to co-workers in the department and provide an organizational chart
- Assign a mentor/go-to person within the department that new employee can ask questions regarding department procedures, processes, etc.
- Role of the Supervisor - Explain your own responsibilities, departmental priorities, and how the employee's job supports them
- Discuss how you and the employee will communicate (e-mail, phone, meetings, etc.). Explain communication preferences of each and frequency of communication
- Give a tour of the office and building including where to park, location of restrooms, location of copier, fax, mail stations, emergency exits, etc.
- Go over office protocol including employee's work hours, department office hours, lunch hour, appropriate attire, and overtime
- Give the employee a list of any regular meetings and other regularly scheduled items that the employee should place on their schedule
- Verify ID (PIDM) number and work email address with employee
- If appropriate, show the employee BannerWeb and how to login (<https://bannerweb.uiwtx.edu>)
- Show employee the online directory (<http://www.uiw.edu/directory/>), there is an App for smart phones
- Review vacation and sick leave policies and the procedures for requesting time off or calling in

