Advocacy

On-Boarding a New Employee

On-boarding is the process of helping new employees get started in their roles and welcoming them to your organization. This is an important time to set expectations, introduce new employees to the people they’ll be working with, and provide training for specific tasks. A good on-boarding process can help new employees feel comfortable and begin making a contribution more quickly.

The On-Boarding Process

Successful on-boarding starts even before the employee’s first day on the job. Here are some ideas for providing new employees with a strong start to their role.

Before the start of employment

☐ Call to welcome the new staff member. Send him or her a packet of introductory information about the job position and try to include some resources that would be helpful to someone new to the University of Florida.

☐ Email the team an informal announcement about the new hire along with a few words about the person’s background and qualifications.

☐ Set up the employee’s work area and network or email accounts. Order business cards and any other supplies he or she will need.

☐ Be sure to set aside time on your schedule so you are available during your new hire’s first week.

☐ Consider creating a new employee checklist to ensure all start-up tasks are performed.

First week of employment

☐ Arrive early on the first day of employment and be on hand to welcome the new team member.

☐ Schedule one-on-one meetings with the other team members. Ask them to provide a short description of their work and how it will integrate with the new employee’s role.

☐ Schedule a meeting with the employee to discuss expectations around the job and its responsibilities. This is also a good time to cover polices such as dress code, leave, daily schedule, etc.

☐ Provide a start-up training plan for the employee’s first week. Don’t make the mistake of trying to work too much activity and training into the first days!

Why it matters?

Providing a positive and productive on-boarding experience helps to get new team members up-to-speed quickly. It also improves employee retention and builds team spirit. Most importantly, by providing a quality on-boarding experience, you can demonstrate that you are a thoughtful leader with a strong organization.
First month of employment

☐ Assign your new employee a buddy or mentor – someone from your team who will check in with the new employee on a regular basis and be available for questions or concerns.

☐ Schedule weekly meetings with the new team member to monitor progress and check in. Make these meetings a priority.

☐ Continue to schedule training opportunities for the employee during this time. He or she will have a better start-up experience if the information needed to perform the role is provided over a span of several weeks.

First year of employment

☐ Continue to meet on a regular basis with the employee to set goals, review performance, and give feedback. Make sure these conversations are two-way – ask how things are going and whether he or she is getting the support needed to be effective.

☐ Inquire about the areas of the job the employee enjoys the most. Consider creating a development plan to help the employee develop strengths and move toward his or her career goals.

☐ Ask the employee if there are any professional development opportunities of interest. Discuss the opportunities that might be appropriate.