On-Boarding New Employees

Guidance for Supervisors

Set up everything you can for your new employee in advance so their work area is ready for them. Once Human Resources has a received a completed employment authorization and the new employee has completed the necessary paperwork, an arrival notice will be sent to Computing Services to initiate a computer login, an email account, and access to your department's "I" drive. You will receive an email with this information so that you can assist the new employee with set up. This will allow them to be able to start their work promptly.

_____ Verify that there is a completed employment authorization on file.

_____ Request the new employee complete a New Employee Packet and a Benefits Packet prior to their first day. (Send them the link to Arriving Employee web page, or a hard copy of each item in the Packet)

_____ Confirm the agenda for the first day with the employee per the acceptance letter.

_____ Confirm with Human Resources that an arrival notice has been sent.

_____ Get the new employee's workspace/workstation, phone, and computer set up.*

During the employee's first day:

Provide them with the information they will need to know about their position so they will feel comfortable and prepared for work.

_____ Be available when your new employee arrives, and throughout their first day for any questions they may have.

Be attentive and welcoming so that they have a positive first day and feel good about working at Western.

_____ Introduce them to co-workers.

_____ Consider making lunch plans for their first day and invite co-workers to attend (optional).

Remember that new employees may not be familiar with our facilities so it is important to show them around so they can get acquainted with the campus. Knowing where things are will help them not feel so lost. Additionally, this knowledge will eliminate a need for them to ask where things are every time they need something/need to go somewhere.

_____ Take them on a tour of the work unit/building and the campus, to include:
- o Places to eat
- o ATM
- o Restrooms and Break rooms
- o Copy/fax areas
- o Health & Wellness Center (provide info about membership)
- o All other buildings relevant to their position

Verify that all of the New Employee Paperwork/Forms required by the Office of Human Resources are submitted for employment at Western Oregon University: to get paid, verify withholdings, to receive benefits, etc. (It is best that these items should be completed and submitted to HR prior to their first day.)

_____ Take them to HR to verify or complete the following:
- o Employee Information Form
- o Direct Deposit Form
- o W-4 Form
- o I-9 Form
- o Statistical Information Sheet
- o Payment plan
- o Payroll Packet
- o ID card
- o Meet with Benefits Manager regarding benefit elections

It is necessary for new employees to have resources that will make them aware of who to contact for various purposes and how to contact them or where to find them so they are able to work effectively. It is also important for them to be able to access their work area and work station, make work related calls, and have the supplies necessary for their job.

_____ Make sure they have the following:
- o Organization chart for the Department and Western Oregon University
- o Contact information for the Department and all other critical phone numbers
- o Campus map
- o Office/building keys *
- o Long distance code *
- o Time Sheet appropriate to their type of position
- o Information about parking permits
- o Office supplies—tell them how to re-order *
- o Business cards *

It is beneficial for you to show the new employees how to access the University's web page and where to find information relevant to their position, including the online employee handbook for their position so they can locate information on their own later on.

_____ Confirm they can access the University's web page and the online Employee Handbook appropriate for their type of position which is located on the Human Resources website.

Employees will be able to work more efficiently if they are able to utilize the online tools that are available.

_____ Show the employee how to use Portal, Wolf Web, Moodle (if applicable), the online Campus Directory, and other relevant functions on the University's website.

Certain critical procedures and policies should be discussed with new employees so they know what to do in the case that these situations arise.

_____ Explain important procedures from The Unit Handbook/Guidelines and critical University policies:
- o How to request time off
- o Who to call if they are sick or late
- o How and when they will be evaluated
- o Inclement weather policy; campus closure & late starts
- o Emergency procedures and building evacuation plan

Employees need to know what their hours are and if there is a set time they need to take lunch/breaks so they can adhere to these times.

_____ Establish daily and weekly schedule (staff meetings, etc.); Break/Lunch times.

You need to establish with the new employee what the acceptable clothing for the position is so they will dress accordingly.

_____ Establish what is acceptable clothing/dress for their position.

Employees need to be aware of exactly what their position entails and what is expected of them in order to be successful in their position.

_____ Issue and discuss their Position Description and provide clarifications and answers to any questions they may have regarding job duties and training.

_____ Begin to plan On-the-Job-Training for their specific job.

During the employee's first week(s):

New employees will benefit from having someone in the department who is a good resource for the many questions that will undoubtedly come up. This will also give them a friendly familiar face in the Department.

_____ Consider assigning a mentor in the Unit/Department to provide support and answer questions.

Adding their name/contact information to the unit's online presence will make them feel more like a critical part of the campus, as well as give others a way to contact them.

_____ Add them to the Department's mailing list, contact list, webpage, organization chart, etc.

New employees need to attend New Employee Orientation (NEO) as a new member of the Western Oregon University Community.

_____ Schedule them to attend New Employee Orientation (NEO) through the Office of Human Resources.

On-the-Job-Training (OJT) is necessary to introduce the new employee to their specific duties and job tasks, and bring them up to the required performance standards. Providing on-going coaching to recognize and reinforce positive task performance and improvement is critical during OJT. Also, providing on-going counseling to redirect task performance where or when correction is needed will help ensure the new employee learns the correct way to perform their job/tasks.

_____ Provide coaching to recognize and reinforce positive task performance and progress in assigned

_____ Provide counseling to redirect task performance or correct behavior where or when needed.

* If appropriate for the position