

Importance of the Onboarding Process

Recruiting does not end when a new employee starts. It is important to strengthen the relationship during the initial employment period. Managers should ensure that the new employee's first day at Brandeis University is a positive experience. In fact, it is helpful to have a plan for the person's first few days.

First Day

- Introduce department staff
- Prepare a clean and organized work area/desk
- Set up computer and telephone and include instructions for use
- Provide information about office equipment, supplies, mail services, business cards, etc.
- Give department tour including emergency exits, conference rooms, restroom, kitchen/break room, closets, first aid, etc.
- Appoint and introduce a peer mentor/colleague
- Arrange a welcome lunch or peer reception
- Discuss department operations and initial expectations

First Week

- Review department practices and policies
- Prepare and discuss scheduled activities
- Review work hours, requests for and reporting time off, building access
- Introduce to administrative area staff
- Provide campus tour
- Schedule for new hire and benefits orientation sessions

First 30, 60, 90 Days

The manager's relationship is one of the most significant in an employee's work-life. Managers should meet with new employees on their first day, and on a regular basis to provide and receive feedback. Check in with new employees at 30, 60 and 90 days to see if their expectations are reasonable, whether they have questions and/or the resources they need and to provide mutual feedback.

Human Resources staff also follow up with new employees and hiring managers during this time. New employees who receive appropriate coaching feel confident in their positions and as part of the larger organization. Hiring managers receive support in their role of helping the employee's assimilation into the Brandeis community.

It is essential to have a plan for success. Provide adequate training and resources for your new employees so that they can become engaged and committed to Brandeis.

