

Hiring Manager Guide

to Prepare New Employees for a Successful Start

Your pending new employee has begun the post-offer stage of employment. This means they have accepted the job offer and turned in the appropriate forms to HR to begin the hiring process. This message is a detailed guide on what you can be doing now as the manager to prepare your new employee for a successful start.

Below is a checklist to assist you in preparing your new employee for their new job.

- Stay in regular communication with your employee especially if there is a long period of time between the offer and the start date.
- Send an informal announcement to your department about your new team member and their background.
- Shortly before the start date, call or send your new employee an email that includes the following:
 - Date and time to arrive the first day
 - What to bring on the first day to complete the I-9:
<https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-2-employer-review-and-attestation>
 - Foreign national employees must also bring their SSN card and I-94

- When and where to report and whom to ask for upon arrival
- Where to park
- What to expect during the first days on the job (include a schedule of the first few days if possible)
- What to wear
- Options for lunch (better yet, arrange to take them out to lunch with you and/or a group of colleagues)
- Select one of your staff members to be a mentor/buddy for your new employee's first few weeks/months. The assigned 'Buddy' should be a positive representation of the college, have the patience and time available to help with the new employee, and be a good communicator.
- Encourage your staff to send welcome emails to your new employee.
- Set up appointments with individuals that your new employee should meet.
- Set aside time in your calendar to make sure you're available for your new employee's firstdays and weeks.

Logistics to complete prior to the new employee's start date:

- Set up your new employee's workstation, including their desk, chair, and office computer. Work with facilities where necessary but be sure you provide the new employee with a clean desk in a location/office that is

in “move-in” condition.

- Make sure necessary supplies are available. Plan ahead to ensure that new employee has all the required office supplies on their first day, including pens, paper, post-its, message pads, office keys, etc.
- Provide IT with a list of short-cuts to be placed on the new employee’s desktop/computer, ie. DocuSign, LeapFile, Canvas, Banner, eSelfServe, Zoom, VPN, etc.
- Include a welcome sign on the new employee’s office door or workstation.
- Provide branded welcome kit - Centenary shirt, water bottle or other campus logo item.
- Set up their phone: Determine if your new employee will need a new phone, or have an existing one reconfigured. Also, be sure that their **new voicemail box** is set up on the employee’s firstwork day. Include or request IT provide telephone operation instructions
- Make sure new staff members are added to appropriate email lists and calendar systems.
- Provide Marketing Department with
 - Website Directory information - Send Candace Metoyer mcmetoyer@centenary.edu an email containing, ie. Employee name, Title, Department, college degree(s), Office room, Office phone

- Office nameplate- email tina@redriverprint.com, and copy Sherry Heflin (sheflin@centenary.edu) with the new employee's name and title requesting an office nameplate/tag be made
- Contact the Business Office with Credit Card Request, where appropriate - if the new employee is to be issued a credit card click on [Credit Card Request](#) to initiate the process. The Business Office will work with the new employee to establish Certify expense report training.
- Create the first-week schedule for new employees so that they have something to do that is meaningful and helps them hit the ground running. The schedule should include a balance of time with others, downtime, and time on their own to read orientation materials or complete other orientation-related tasks. Consider including some or all of the following:
 - One-on-one or small group meetings with other team members. During these meetings, team members might describe their work and how it integrates with the work of the new team member.
 - One-on-one meetings with you to discuss the job description, performance expectations, appropriate attire, and department-specific policies such as scheduling leave (vacation, sick), reporting tardiness/absence, break periods, equipment access/operation, training, safety precautions (fire evacuation and tornado shelter procedure), smoking, visitors, etc.
 - Time alone at their workstation so they can digest all the new

information and make notes about what they've learned in meetings.

- Tour of campus or larger work environment. You or the assigned “buddy” to escort the new employee to DPS for building keys and ID.
- If business cards are appropriate for the position, advise the new employee to email their name, title, phone numbers, college email address to tina@redriverprint.com, and copy Sherry Heflin (sheflin@centenary.edu). The new employee will need to specify if the order is for an athletic position. A proof of the business card will be sent back to the new employee for review/approval before printing.
- Prepare and set up a 30-60-90 check-in plan

Ideas to make onboarding better:

- Introduce new employees to key contacts across campus (e.g. administrators, committee chairs, campus police, etc.) within the first 1-2 weeks.
- Offer “refresher” training at the 90-day review.
- Create a “Top 10 Things to Know” about your department (e.g., acronyms, definitions, Banner screens).

Here is what is happening now:

- The criminal background check has been ordered and we are waiting on the results to be returned. You will receive a notification email from HR when the results are complete and clear.
- An appointment for the new employee to meet with HR to finalize all hiring forms is being set up. This appointment must occur within the first 3 days of employment.
- As a reminder, new hires must complete their I-9 within 3 days of their start date. HR will email the hiring manager confirming the I-9 has been completed and the new hire is authorized to work.

Your new employee's experiences upon their start date will often set the tone for their commitment to the position and the college. New employees can feel overwhelmed, confused or neglected, or may feel like they've made a bad employment decision. A manager's efforts to acclimate the new employee to their new workplace in a clear and compassionate manner will go a very long way toward their success and will reinforce Centenary College is a great place to work.

We hope this onboarding checklist can assist. Not all steps will be applicable to your new employee but many will pave the way to an easier transition into their new job.