



ONBOARDING IDEAS

This form provides you with some ideas for onboarding your employee. Because every role is different, you will most likely have additional needs for your new hire. Be sure to consult the job description and other stakeholders while developing your plan.

BEFORE THE HIRE:

- Call to confirm start date, time, location and contact person
- Clarify transportation and parking information
- Review dress code
- Confirm receipt of Emory onboarding website and tasks, and provide timeline for completion
- Answer any questions about relocation
- Provide buddy/mentor in order to answer any questions or concerns
- Discuss role, projects, and goals with supervisor, stakeholders, and/or team
- Prepare employee workstation/office/desk
- Ensure internet, telephone are activated
- Give access to any tools/software they will need
- Create accounts
- Prepare expectations and job description for first meeting
- Send an itinerary for the first day
- Send out e-mail announcing the arrival of new hire with encouragement to welcome the new hire to the team
- Check with HR to make sure all paperwork is completed

FIRST DAY:

- Welcome and introduce to the team
- Tour the office, and share other features in the building, including nearby blood pressure kiosk (if available), vending machines (including sharing that there are healthy vending options), coffee areas, microwaves, refrigerators, etc.
- Orient your new hire with key employees, managers, supervisors, and team members
- Introduce them to their local Wellness Champion
- Assign training, reading materials
- Explain expectations and Emory competencies
- Ask for their expectations in a manager
- Introduce to buddy/mentor
- Take out to lunch
- Discuss leave/holiday/flexible working policies
- Share the Healthy Emory website
- Ask if they have all the supplies they need
- Finalize all paperwork, and confirm it is complete with your HR representative and/or recruiter



ONBOARDING ACTION PLAN

FIRST WEEK:

- Assign first projects
- Explain expectations for the first month
- Plan regular meetings
- Discuss processes and workflows relevant to role
- Share information about the new employee walking tour of campus and fitness facilities on campus that they may want to tour. Provide them with time to do so, if they desire.
- Remind them to enroll in Benefits. Share information about Healthy Emory Connect, and explain how this can be beneficial if they choose to use it.

FIRST MONTH:

- Discuss long term goals
- Provide support for professional growth
- Promote healthy relationships with the rest of the group
- Monitor job performance and provide both positive and constructive feedback