You play an important role in helping your new employee become an integrated part of the University. We believe the Onboarding process begins as soon as the candidate accepts the offer and continues through the first year. Relationships, skills, and positive attitudes established in the first few weeks are critical to laying a foundation for future success.

1. PREPARE FOR ARRIVAL

COMMUNICATE

Before arrival, tell the employee:

- Expected date and time of arrival
- Meeting location -- give directions and parking information, and arrange for building access.
- Dress code
- Documentation -- employee will need to provide original documents to complete Form I-9. [https://hr.nd.edu/employment-opportunities/new-employee-toolkit/your-first-week/](https://hr.nd.edu/employment-opportunities/new-employee-toolkit/your-first-week/)
- Direct employee to the New Employee Toolkit. [https://hr.nd.edu/employment-opportunities/new-employee-toolkit/](https://hr.nd.edu/employment-opportunities/new-employee-toolkit/)

GATHER RESOURCES

Gather these to share with your employee upon arrival:

- University Mission, Vision, Values [http://www.nd.edu/about/mission-statement/](http://www.nd.edu/about/mission-statement/)
- Department vision, goals
- Employee job description
- Onboarding sessions information (see next column)
- Department organizational chart
- Department telephone list
- University Policies website [http://policy.nd.edu/](http://policy.nd.edu/)
- Emergency evacuation and crime prevention information. [http://ndsp.nd.edu/](http://ndsp.nd.edu/)
- Arrange for workspace: computer, telephone, etc.
- Arrange facility access: building or office keys, ID card entry, alarm code, etc.
- Parking information [http://ndsp.nd.edu/parking-and-traffic/](http://ndsp.nd.edu/parking-and-traffic/)
- Set up employee’s job-specific training, and other training. [https://endeavor.nd.edu](https://endeavor.nd.edu)
- Send email to the department announcing arrival.

SCHEDULE ONBOARDING SESSIONS

Once the Personnel Action Form (PAF) is received in the Office of Human Resources, Onboarding Sessions One, Two, and Three will be scheduled and information emailed to both employee and manager.*

Add Onboarding dates/times to Outlook calendar(s):

- **Onboarding Session One**—attendance is mandatory for staff
  - Campus Bus Tour
  - ND Mission & Values: *Inspire & Inform*
  - Benefits/Wellness
  - Introduction to eNDeavor: *Goal Setting*
- **Onboarding Session Two**—attendance is mandatory for staff
  - Benefits Review & Questions
  - Workplace Harassment Prevention Training
  - Cultural Competency
  - Campus Safety
- **Onboarding Session Three**
  - ND Mission & Values: *Engage & Send Forth*
  - Coffee & Conversation

TIPS

Onboarding is a process - get started on the right foot. Preparing before the employee arrives helps the employee feel welcome from day one and shows that you are happy to have the employee on your team.

*Every effort will be made to schedule Session One as close to the employee’s start date as possible. Please contact Dana Schrader at dschrad2@nd.edu if you require a specific date or other special accommodation.

[Updated August 15, 2015]
2. FIRST WEEK

- Provide resources gathered in preparation for arrival (see Part 1 above).
- If not done already, direct employee to the New Employee Toolkit. [https://hr.nd.edu/employment-opportunities/new-employee-toolkit/](https://hr.nd.edu/employment-opportunities/new-employee-toolkit/)
- Explain how to report workplace hazards or injuries. [http://riskmanagement.nd.edu](http://riskmanagement.nd.edu)
- Assign a buddy or mentor (optional).
- Tour department and make introductions to co-workers.
- Begin Asset/Access Inventory Checklist (keep on file in department). [https://hr.nd.edu/nd-faculty-staff/toolkits/hiring-manager-toolkit/#OEB](https://hr.nd.edu/nd-faculty-staff/toolkits/hiring-manager-toolkit/#OEB)
- Confirm building and workspace access: keys, ID card entry, alarm, etc.
- Set up email signature. [http://onmessage.nd.edu/notre-dame-brand-standards/digital-applications/](http://onmessage.nd.edu/notre-dame-brand-standards/digital-applications/)
- Confirm access to InsideND and set as homepage. [https://inside.nd.edu](https://inside.nd.edu)
- Arrange access to other computer systems, if any.
- Provide calendar access if necessary.
- Add employee to department / unit email listservs.
- Provide instructions and training for telephone system. [http://oithelp.nd.edu/phone-and-tv/voip/](http://oithelp.nd.edu/phone-and-tv/voip/)
- Set up ProCard if necessary. [http://controller.nd.edu/payments-reimbursements/procard/](http://controller.nd.edu/payments-reimbursements/procard/)
- Explain Human Resources policies for work hours, breaks, overtime, use of vacation and sick days. [http://hrnd.edu/benefits/time-off-leaves/](http://hrnd.edu/benefits/time-off-leaves/)

**TIPS**

The first week can be overwhelming -- make sure your employee has the essentials needed to get off to a good start. Providing the previously-gathered information and preparing a workspace will show new employees their arrival is anticipated. Consider assigning a buddy or mentor to be the new employee’s go-to person when questions inevitably arise.
3. FIRST MONTH

TRAINING AND DEVELOPMENT
☐ Schedule necessary training. https://endeavor.nd.edu
◊ University systems: GLez, AiM, BuyND, travelND, PeopleEZ, insideND, etc.
◊ Gmail and Google Calendar: http://oit.nd.edu
☐ Schedule professional and personal development opportunities. https://hr.nd.edu/career-development/learning-development/
◊ Frontline Supervision
◊ TAP (Today's Administrative Professional)
◊ Performance Management, GED, ENL, Computer Skills training

PERFORMANCE MANAGEMENT
☐ Set Goals and Development Plan and enter into eNDeavor. http://hr.nd.edu/career-development/performance-management/
☐ Review additional Performance Management resources. https://hr.nd.edu/career-development/performance-management/

INTERNAL COMMUNICATIONS
☐ Confirm weekly receipt of TheWeek@ND (weekly news and events e-newsletter). http://news.nd.edu/news-categories/campus/the-week-nd/
☐ Introduce NDWorks (faculty/staff newspaper). http://news.nd.edu/news-categories/campus/ndworks-archive/
☐ Review and bookmark the University Calendar. http://calendar.nd.edu/events/cal
☐ Review and bookmark http://news.nd.edu/ (ND news and announcements).

BENEFITS AND HUMAN RESOURCES
☐ Remind employee to complete benefits enrollment, including dependent verification (if applicable), within 31 days of hire.
☐ Introduce employee to Notre Dame Wellness Center. https://hr.nd.edu/benefits/ndwc/
☐ Introduce employee to askHR. https://hr.nd.edu/about/contact/
☐ Review education benefits for employees and spouses. http://hr.nd.edu/career-development/learning-development/
◊ Tuition reimbursement http://hr.nd.edu/benefits/educational-benefits/
◊ Fred Freeman Scholarship http://hr.nd.edu/nd-faculty-staff/forms-policies/fred-e-freeman-staff-scholarship/

CONNECT WITH CAMPUS
☐ Review health and wellness programs. https://hr.nd.edu/work-life-balance/your-campus-services/
☐ Introduce RecSports programs. http://recsports.nd.edu/

TIPS
This is the time to look beyond the daily routine toward longer-term growth. Now that you’ve made introductions and set up meetings to get your employee connected to the team, it’s a good time to explore additional training and education opportunities, begin the Performance Management process, and get connected socially to the University community.
4. ONGOING

- Continue the Performance Management review process and provide feedback. [https://hr.nd.edu/career-development/performance-management/](https://hr.nd.edu/career-development/performance-management/)
- Check in on training progress.
- Discuss career development and introduce employee to Career Services programs. [http://hr.nd.edu/career-development/career-services-for-notre-dame-employees/](http://hr.nd.edu/career-development/career-services-for-notre-dame-employees/)
- Encourage feedback on the Onboarding process and pass along to the Office of Human Resources.

**TIPS**

Review accomplishments, celebrate milestones, and look to the future. Now is a good opportunity to discuss the future roles of your staff. If your employee has feedback on the Onboarding experience, please tell us: askHR@nd.edu.

**RESOURCES**

**OFFICE OF HUMAN RESOURCES**
200 Grace Hall  
askHR@nd.edu  
(574) 631-5900

**PAYROLL SERVICES**
725 Grace Hall  
askpayroll@nd.edu  
(574) 631-7575

**OFFICE OF INFORMATION TECHNOLOGIES**
128 DeBartolo Hall  
oithelp@nd.edu  
(574) 631-8111

**FOR MORE INFORMATION**
Office of Human Resources: 631-5900 | askHR@nd.edu  
Program Owner: Linda Costas | 631-5900 | lcostas@nd.edu