

FIRST-MONTH CHECKLIST

Best Practices for Direct Supervisors when Onboarding New Employees

According to the Society for Human Resource Management (SHRM), studies indicate that employee engagement is partially influenced by the new employee's handling of the job during the first 30-90 days of employment.

– *Fyock, 2009*

Practice	Tasks	✓
Align training with job-related tasks	Start new hire with required trainings, such as HIPAA, FERPA, Diversity and Title IX Sexual Harassment Training (as assigned by HR) as well as attending one Showcase Sherman event	
	Prioritize training for work-related system(s) access	
	Intersperse training with job-related tasks	
	Spread the training out over several weeks	
	Confirm Philosophy I class will be attended (HR schedules new staff; Deans schedule new Faculty)	
Provide clear expectations and regular feedback on the expectations	Establish weekly check-in meetings to discuss performance and allow opportunities for feedback	
	Set short-term goals with specific deadlines and discuss completion of goals in the weekly check-in	
	Determine if the new employee understands the department organizational structure, has the training necessary to complete their work, and is clear on work expectations	
	Meet with your new hire for daily conversations during the first week and be available to provide direction and examples of your expectations	
	Review your department's strategic plan and the team's role in fulfilling it	
	Tell your new hire specifically <u>how well they have done</u> and include specific ways to improve their work	
	Use the "OH NO! Do I Have to Have that Conversation" tool to have a conversation about success points and areas to grow or areas needing improvement	
Build relationships for success	Check in on the progress of the one-on-one "Meet the Team" meetings	
	Set up time for the new hire to meet with members of the Executive Team	
	Check in with the new hire's Employee Ambassador	
	Inquire about the new hire's progress with signing up for benefits or ask if they need to meet with HR again for any clarifications	
Benefit selection	Encourage them to enroll in the employee retirement plan and insurance	

Large amounts of time and money are invested in searching for and recruiting new employees.

Organizations lose when the new employee is disenfranchised at the beginning of his or her employment.

Productivity and positive engagement can be affected.

QUESTIONS FOR THE WEEKLY CHECK-IN MEETING

Develop a meaningful agenda so your weekly meetings stay on task. Have your new hire provide:

- Accomplishments for the week
- Successes
- Challenges
- Questions

Questions to consider during the regular check-in meetings and at the end of the first month:

1. Do you have the resources and tools necessary to complete your college-, department-, and work-related training?
2. How is the training going so far? Any questions about the training?
3. What questions do you have for me?
4. What do you need from me that you are not getting?
5. What is working well?
6. What is not working well?
 - a. What ideas do you have to resolve the issue(s)?
 - b. How can I help you resolve the issue(s)?
7. Have a conversation to understand the new hire's experience with their job. Be clear with your expectations.
 - a. I see you are making good progress in these areas. What are the areas in which you feel successful?
 - b. Are there areas in which you feel like you need special help? Any areas that have a steeper learner curve or are more challenging?
 - c. Here are some specific areas that could be improved, and this is what I am looking for. Any questions about what I am looking for?
8. Are you getting to know your team members?
9. How are things going with your Employee Ambassador?
10. Do you have any questions about the department's organizational structure?
11. Any questions about the expectations regarding topics like attendance, dress code, computer use, etc.?
12. Any questions about the Sherman College Employee Handbook?
13. Any questions about the Sherman College Employee Reference Manual?
14. Any questions about your benefits package?



If things are starting to go off track with the new hire’s performance, behavior, or attendance, review the “***OH NO! Do I have to have THAT Conversation?***” in First Month Resources.