

Onboarding Best Practices for HR Partners – Part 2  
February 26, 2020 - Workshop Highlights

Onboarding Resources

Presenter: Jenna Rakes, Associate Director, Talent Acquisition

1. MyTrack Resources

- a. Roles available to update onboarding tasks:
  - i. Supervisor, Onboarding delegate and Employee
  - ii. Each department has different responsibilities for each of these roles; some departments use their HR Partner as the onboarding delegate
- b. Supervisor can:
  - i. access new hires and onboarding tasks via offer box on their dashboard
  - ii. add optional tasks or favorite tasks you've added (common tasks you must assign to everyone)
  - iii. choose who the task is allocated to (manager, employee or both)
  - iv. create a custom task for your department and edit favorited tasks
  - v. view by task or employee
  - vi. mark complete by employee or by task (bulk action)
  - vii. see who particular tasks are assigned to, edit the tasks, or delete them
- c. Onboarding delegate can:
  - i. access new hires and onboarding tasks via offer box on their dashboard
  - ii. add optional tasks or favorite tasks you've added (common tasks you must assign to everyone)
  - iii. choose who the task is allocated to (manager, employee or both)
  - iv. create a custom task for your department and edit favorited tasks
  - v. view by task or employee
  - vi. mark complete by employee or by task (bulk action)
  - vii. see who particular tasks are assigned to, edit the tasks, or delete them
- d. Employee Onboarding Portal
  - i. Employee has the same view with a task list
  - ii. tasks only show a due date if one is assigned for that task
  - iii. UO wide tasks and unit tasks have the same formatting on the portal
  - iv. Employees can mark task complete as well

2. Resources outside of MyTrack

- a. Employee Onboarding Portal
  - i. Content duplicated on HR Website: <https://hr.uoregon.edu/new-employees>
- b. New Employee Onboarding Sessions  
<https://hr.uoregon.edu/learning-development/new-employee-onboarding-program-0>
- c. Onboarding Guide for Supervisors
  - i. <https://hr.uoregon.edu/recruitment/orientation-onboarding/orientation-onboarding-guide-supervisors>

- d. Onboarding Checklists
  - i. <https://hr.uoregon.edu/recruitment/orientation-onboarding/onboarding-guide-supervisors/new-employee-onboarding-checklists>
  - ii. Includes one for Faculty and one for Classified/OA
- 3. [New Employee Orientation Program](#) – 3 sessions –new employees register on MyTrack learning module
  - a. YOU & Benefits
  - b. YOU & UO
  - c. YOU @ UO
- 4. Onboarding Checklists
  - a. All New Hires
  - b. Faculty
  - c. OA and Classified Staff
  - d. Checklists can be downloaded to Word
  - e. Many units save a copy and edit it to fit their needs
  - f. You may want to consider different unit level checklists by Division, team, department, etc.
    - i. Employee type
    - ii. Work performed
    - iii. Building/location
- 5. Call your Recruitment Buddy in Talent Acquisition if you have any questions.

#### Onboarding Buddy program

Presenter: Jessica Marquez, HR Manager, Knight Campus

- 1. What is an onboarding buddy?
  - a. An existing employee who guides the new hire through the first few weeks or months on the job
  - b. An unstructured knowledge share
  - c. Only one part of an onboarding and orientation program
- 2. How do we select an onboarding buddy?
  - a. Not a supervisor
  - b. General familiarity with job
  - c. Strong work performance history
  - d. Someone whom others like and respect.
- 3. Expectations and Communication
  - b. Lunch with new hire on second day
  - c. Weekly coffee date for first month
  - d. Invites and sits by new hire in meetings
  - e. Available to answer questions or make introductions

4. Tips for Onboarding buddies:

- a. You are not expected to be an expert on everything.  
*Use your resources on campus.*
- b. Focus attention on the new employee.  
*Think about what they need to be comfortable and productive in their new role.*
- c. Remain patient.  
*Relationships take time to develop.*
- d. Don't try to cover everything right away. *Remember, the new hire will need time to digest all the information they are taking in.*
- e. Stay positive.  
*New employees will grow into their roles in time with appropriate support.*
- f. Don't try to force a relationship.  
*Be available, but give the new employee time to adjust to you and feel comfortable with using you as a trusted source.*
- g. Try to identify the new employee's personality and communication style.  
*Try to adapt accordingly.*
- h. Keep an open mind and don't be too judgmental.  
*The new hire is relying on you to be a safe place to get answers to their many questions.*
- i. Maintain a positive, teaching attitude.