

Onboarding Best Practices for HR Partners Training Highlights

1. Why Onboarding Matters:
 - a. First impressions are important
 - b. It shows our commitment to each employee's success
 - c. Build effective working relationships from the start
 - d. Employee receives communication of core values and expectations
 - e. Review of key transactions
2. UO Onboarding Resources:
 - a. [Employee Onboarding Portal](#) outlines the following resources:
 - i. Information about UO ID and PAC, DuckID and Password, Technology Assistance, ID Card, Benefits, Leave Time, Orientations, Learning and Development, Keys, Parking, Payroll, Transportation Options, Faculty Considerations
 - ii. [Community and Relocation Resources](#) webpage
 - iii. [Managing Onboarding Tasks](#)
 - iv. [Resources for New Employees](#) webpage
 - b. [Onboarding Guide for Supervisors](#) webpage
 - c. [Onboarding Checklists](#) to print
3. Hiring is exciting and we invest a lot of time into selections of new staff
 - a. The Four C's
 - i. Clarification-ensure new employee understands job
 - ii. Compliance- ensure new employee understands basic policies
 - iii. Culture –ensure new employee understands organizational norms
 - iv. Connection –ensure new employee has the opportunity to connect
4. Faculty Interview Process
 - a. Convey that “it is always a great day to be a Duck!”
 - b. Interview process
 - i. Build in time to see the campus and Eugene area
 - ii. Build in time to connect with others
 - iii. Print out checklists
 - iv. Connection with department heads and other faculty
 - v. Provide Campus Resources
5. Faculty Hires
 - i. Provide position expectations
 - ii. Faculty Orientation at the College level
 - iii. Review the following resources with new employee: faculty support, fiscal services, student advising, technology, Canvas FAQ, Teaching Engagement Program, Library Resources, Instruction Policies
6. Operational Integration
 - a. Ensure employee has a functional workplace before they start work:
 - i. Office location
 - ii. Furniture
 - iii. Equipment
 - iv. Copy codes
 - v. Keys

vi. Other required tools

7. Ideas for Onboarding and Welcoming New Employees

- a. Announcement email to staff
- b. Welcome email to employee
- c. Department Orientation (structure, policies, people – see IS PowerPoint presentations for [Officer of Administration](#) and [Classified](#) employees)
- d. Pin on the world map (optional but fun way to see where all employees are from)
- e. 30, 60, 90 day plan
- f. Training overview

8. Partnerships – gather information/fun items for new employee

- a. Eugene Chamber of Commerce
- b. UO Rec Center
- c. UO Human Resources
- d. Vendors

9. Onboarding Supervisors

- a. Provide expectations of a supervisor
- b. Schedule MyTrack Supervisor Training
- c. Review Employee Evaluation Process
- d. Print out Banner's Direct Report roster
- e. 3 month follow-up with supervisor with department's HR Partner

10. Ideas for Onboarding Researchers

- a. Meet with Department HR
- b. Identify an Onboarding Buddy for new employee
- c. Lunch meet and greet with colleagues
- d. Schedule meetings with campus partners
- e. Plan orientations with Operations Team
- f. Tools to Get Started
 - i. Use Trello Board with Tasks to complete and share with employee's supervisor –see Trello Onboarding Template slide
 1. Onboarding Tasks
 2. Required Trainings
 3. Contact Info
 4. General Information
 5. Student Help –
 - ii. Provide Community of Practice Connections
 - iii. Confluence References

Session Presenters:

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