

Recruiting top talent takes time and effort. Protect your investment by providing new employees with an effective onboarding experience that makes them feel welcomed and valued. The onboarding process solidifies the new employee's relationship with ASU. It will ignite their enthusiasm and sets the stage for a long-term positive relationship.

## Start with the fundamentals—the four C's

<b>Compliance</b>	Teach new employees the basic legal policy-related rules and regulations. Provide a tour of their work environment and assist with new-hire compliance forms.
<b>Clarification</b>	Ensure new employees understand roles and responsibilities. Provide tools and resources needed to be successful in a new position.
<b>Culture</b>	Provide employees with a sense of broad organizational norms – both formal and informal.
<b>Connection</b>	Help your new employee become familiar with organizational leadership, their role within the organization and employee networks such as Staff Council.

The suggested checklists are for pre-onboarding, first day and first week.

## Two weeks before the employee's first day:



- ☐ Review and complete the [hiring and selection](#) action items.
- ☐ Mail or email a welcome letter to the new employee as soon as the offer is accepted.
- ☐ Ask the new employee to submit a [new hire packet](#) and complete an I-9 Employment Eligibility Verification before their first day of work.
- ☐ Order a name badge or nameplate. Request office or cubicle keys. Ask the employee what name they prefer.
- ☐ Clean and prepare a workspace with office supplies and equipment.
- ☐ Develop an orientation plan for the employee. Include the job description, performance standards and department resources the employee will need to accomplish assigned duties and tasks.
- ☐ Prepare a schedule of job-specific and department-specific learning activities that the new employee will complete with team members during the first two weeks.
- ☐ Register the new employee to attend orientation. Registration is through ASU Career EDGE. The hiring point of contact is responsible for registering the new employee.  
**Note:** An employee's job data must be active in PeopleSoft for registration to occur in Career EDGE. Should you need assistance with this, contact [LWD@asu.edu](mailto:LWD@asu.edu).
- ☐ Call or email the new employee to check-in and answer any questions.

## Day one | ASU New Employee Orientation



Due to COVID-19, benefits-eligible employees should attend orientation through Zoom. Hiring managers are responsible for enrolling benefits-eligible employees into orientation through ASU [Career EDGE](#).

Benefits-eligible employees also have the option of registering to do the self-paced orientation curriculum in Career EDGE. The curriculum walks you through different modules and videos that the employee must do on their own time.

Non-benefits eligible employees are not required to attend orientation but may watch the self-paced curriculum if they chose to.

For assistance in Career EDGE, please contact the [Career EDGE support team](#).

**Day one | In the office**

- ☐ Be available or have a key individual greet the new employee when he or she arrives. Show them their workstation and provide a college or department tour. The tour should include important locations such as breakrooms, nearest restrooms and emergency exit.
- ☐ If possible, decorate the new employee's desk with welcome signs or offer an ASU item as a gift to the new employee.
- ☐ Introduce the new employee to coworkers, team members and key leaders.
- ☐ Confirm that the new employee has submitted payroll forms and completed an I-9 verification.
- ☐ Provide the new employee with a comprehensive, well-organized reference binder containing information about the college or department, team members' names, an organization chart, norms and job description. Take the time to review the overall contents of this binder with them.
- ☐ Review [SPP 801: Employee Conduct and Work Rules](#) with the new employee. Discuss work schedule and hours, policy for reporting absences or tardiness, overtime policy, code of conduct, dress code and safety and emergency procedures. Explain specific responsibilities about the job.
- ☐ Make yourself and other coworkers or colleagues available to the new employee throughout their first day just to check-in.

**First week**

The first week should focus on ensuring the new employee is invested in the culture and reinforcing the value you see in them.

- ☐ Ensure that the new employee has reviewed the benefits and mandatory training. Confirm with the employee that they can access these items via MyASU, Career EDGE, etc.
- ☐ Make sure the new employee knows what is expected at work. Review essential duties and answer questions. Clarify standards and expectations, and discuss how performance will be measured and reviewed.
- ☐ Inform the new employee about your leadership style; for example, whether you prefer email versus phone, an open door versus scheduled meetings, your views on empowerment and risk-taking, your approach to career development and skill or knowledge development.
- ☐ Ask the new employee to complete the [recognition worksheet](#).
- ☐ Enlist team members to teach the new employee college or department-specific tasks and activities.
- ☐ Give the new employee the tools needed to do their job effectively. Ask them if they need anything to make their work area effective for them.
- ☐ Familiarize the new employee with ASU's charter and goals, and explain how your college or department aligns with them.
- ☐ If budget allows, consider having a mid-morning break with coffee or lunch to let the new employee socialize with others.
- ☐ Provide a new employee survival kit. Include items such as campus maps, retail and restaurants surrounding the campus, cheat sheet of acronyms, a welcome note and gift, etc.
- ☐ Share the ASU [acronyms](#) and [connections worksheets](#).
- ☐ Wrap up every day by taking a few minutes to ask the new employee how things are going.

Employee onboarding is essential but hard to get right. Onboarding is your one shot to integrate an employee properly into your culture. It is a way to ensure that they are successful long term and have all of the resources they need to be effective, autonomous and productive employees.

Download the new employee orientation [checklist and resource guide](#).

Call 480-965-5089 or email [LWD@asu.edu](mailto:LWD@asu.edu) for details about ASU's onboarding or new employee orientation program.