**Hiring Manager Tool Kit**

**Your One-Stop-Shop for Supporting New Staff Onboarding!**​​​​​​​

This toolkit will provide a baseline of knowledge and best practices for managers to use when onboarding a new staff member. By utilizing the information in this toolkit managers will have a clear outline of how to make sure that their onboarding prep runs smoothly and decreases any feelings of uncertainty. The information in this toolkit will help ensure that all managers, regardless of tenure, receive the same onboarding messaging to help us maintain our goal of performing as One Bottom Line.

The topics below were curated specifically for program managers based on the needs identified in the 2021 Onboarding Manager Feedback Survey.

Objectives for this toolkit:

* Become familiar with resources to support you with navigating and implementing the onboarding process for new hires
* Increase comfort with prepping for a new hire in your region
* Be aware of who your onboarding point/support people are in your region and at National



**Choosing Facilitators**

This resource will help you identify who can support hiring managers with facilitating trainings and discussions for new hires. This resource includes who should be asked to facilitate trainings and what type of content they should be responsible for facilitating.

**Scheduling Best Practices**

This resource shares best practices that hiring managers should take into consideration when scheduling trainings. It includes a timeline of when to reach out to facilitators, when you need to adapt training times, and much more.

**Pre & Post Work Best Practices**

This resource lists out what pre and post work can include as well the role of the hiring manager and the new hire manager in ensuring that pre and post work is completed and reviewed.

**Navigating NonProfitReady**

This resource provides an overview of what NonProfitReady (NPR) is and how new hires will engage with it.

**Utilizing Advisors**

This resource provides strategies on how hiring managers can involve advisors in the onboarding of new hires, including non-program hires.

**FAQs**

This resource shares a handful of commonly asked questions that facilitators have during the onboarding process.

[**Choosing Facilitators**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20Choosing%20Facilitators.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

[**Scheduling Best Practices**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20Scheduling%20Best%20Practices.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

[**Pre & Post Work Best Practices**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20Pre%20and%20Post%20Work%20Best%20Practices.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

[**Navigating NonProfitReady**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20Navigating%20NPR%20Trainings.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

[**Utilizing Advisors**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20Utilizing%20Advisors.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

[**FAQs**](https://tbl500amory.sharepoint.com/sites/BottomLine/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120006F9CEB678B6BB340B26DA0282E4059A9&id=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit/Manager%20Toolkit%20FAQs.pdf&parent=/sites/BottomLine/Shared%20Documents/Common%20Drive/Training/Onboarding%20Templates/Manager%20Onboarding%20Toolkit)

**National Team Support**

You Have a Team. These national team members are here to ensure that you feel prepared to lead or assist with the onboarding of a new hire. You can always reach out to any of the national team members above if you have any questions about or need any support with onboarding.

Multiple national team members will need to be kept in the loop of the status of the new hire. This is to ensure that the new hire has a uniform high quality onboarding experience, receives the appropriate technology, and fills out all HR paperwork.

**National Program Team Support**

Majority of Bottom Line hires are in program roles. The National Program Team helps support the onboarding and trainings of all program hires. Click below to learn about the roles on the National Program Team and a helpful list of who you should contact when you need support.

[**National Program Team Members & Responsibiltiies**](https://tbl500amory.sharepoint.com/:w:/s/BottomLine/ET6-qUrmjiZJmYnL0ja3fmoBc94GclUDYTVdqaeOOt2LPA?e=J3GNOJ&wdOrigin=TEAMS-ELECTRON.p2p.bim&wdExp=TEAMS-CONTROL&wdhostclicktime=1658789634200)

**Closing**

Congratulations! You have reviewed the entire Hiring Manager Tool Kit!

You now have a readily available resource to prepare you for onboarding new staff members.

Onboarding is a continuous learning journey. New hires will always have their unique needs and we hope that this resource will help you feel secure in the onboarding items that you can control and know that you have a team to support you.

If at any point during the onboarding process you have questions, remember your support team in your region and on the National Program Team.