**COLLEGE OF ARCHITECTURE & URBAN STUDIES**

**ON-BOARDING BEST PRACTICES FOR SALARIED EMPLOYEES – FACULTY & STAFF**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BEST PRACTICES FOR ON-BOARDING NEW EMPLOYEES**

Conduct a welcome call or email. Include an overview of the first day, along with directions, parking arrangements, time, and location

Make sure the employee’s office is ready for their arrival; stock supplies, clean, and go through old files

Send out a welcome email to the department to introduce the new employee

Take the employee on a tour of the building and schedule them a campus tour if they are new to the area

Provide a schedule for the first week that includes introductions, time for mandatory trainings listed on the Department On-Boarding Checklist for Salaried Employees

Schedule a campus tour

Check in with the employee before the end of the day; ask if they have any questions and get their impressions of their first day

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Employee Completed By (Print Name) Signature Date

Initials IT Representative IT Representative