Human Resources: Onboarding Week 1

**Objective/Purpose/ Why:** Post completion of hiring process (interviewing, offer letter, onboard forms), the new hire needs to go through procedures to effectively integrate into the company and familiarize with ATG policies, culture and services.

**Outcome:** New hire will complete their first week having been introduced to the company culture, benefits, projects, and general work environment*.*

**Subject Matter Expert:** Human Resources, Team Leads, Assigned Supervisor, Assigned Buddy

**Process:** The new hire will be introduced to several different Teams and contacts within the firm. This is a high-level overview compiled to represent a highly complex and collaborative initial step in the employee life cycle:

1. Employees First Day

* Check-in with Human Resources

1. New hire has received instruction to arrive to the ATG office, and will meet with a representative from Human Resources.
2. The HR representative will verify that all online on-boarding paperwork has been completed. If there are any outstanding items, they will be addressed and should be considered a priority.
3. New hire will be escorted to their new desk space for continued integration with assigned buddy and supervisor.

* IT Start-up Kit

1. The new hire will be provided with a first-day folder that includes important documents such as computer login information.
   * If starting remotely, an ATG team member will provide you with your laptop and all the necessary items to set-up a remote workspace at home.
2. Once the new hire has their laptop, they must login to their computer, verify the Virtual Private Network (VPN) connection, and access their email.
3. An HR or IT representative will provide an access key card for entering the Austin Office or Key for the Houston Office. For all other locations, alternate entrance specifications will be addressed on your first day.

* New Employee Orientation with Supervisor

1. The assigned supervisor will conduct a new employee orientation to familiarize the new hire with ATG’s policies, procedures, and resources. The Supervisor will use the checklist.
   * The supervisor will be the administrative mentor; they will set goals with the new hire, approve timesheets, and complete the employee’s performance review evaluation at the end of the year, etc.
2. The supervisor’s orientation covers a lot of material, so the new hire is encouraged to take notes if helpful. The supervisor will be ready to answer any questions or follow up as needed by the new hire.

* New Employee Orientation with Buddy

1. The new hire will be assigned an ATG “buddy” prior to their first day.
   * The buddy is a peer that is in a similar position within the company, and they will complete additional steps to your orientation to help you become more familiar with all things “ATG”.
2. The buddy will provide continual guidance and will answer any questions during the first few weeks. They should be a first point of contact, whether they can answer the question or direct the new hire to another team member.

* Meet with the Project Team

1. The new hire will have a meeting with their first project team.
   * This will be one of many teams you be working with over the next few weeks.
2. The new hire will meet all the staff members that they will be working with on first projects.
3. Project team introductions should include a brief overview of each team members’ technical background in addition to their role on the project.

* Project Orientation

1. After meeting the Project Team, one of the team members will cover:
   * The goal of the project,
   * The history of the project,
   * ATG’s role on the project
   * The new hire’s role on the project
2. The team member will provide some technical training to get the new hire “plugged in” and started on a project task to finish out the last part of your first day.

* If needed, check back in with your supervisor before you leave to ask any questions or go over any missed items from the orientation.

2. Benefits Info Session

* A human resources representative will schedule a Benefits Info Session in person or via Microsoft Teams for the new hire(s) to attend.
* In this meeting, HR will give a brief overview of ATG benefits, eligibilities, and other essential information affecting the new hire immediately and to be aware of for the future.
* After the session, the employee will need to complete and return the following 4 forms:

1. Humana Employee enrollment Form
2. United TX employee application
3. Employer Paid....Enrollment\_-\_Group Insurance (UNUM)
4. S125 Election Form 2020-21

NOTE: ATG benefits info and enrollment forms are also found here: [\\atg.local\adata\Human Resources\Benefit Info](file:///\\atg.local\adata\Human%20Resources\Benefit%20Info)

Health Dental and Vision here:  [Z:\Human Resources\Benefit Info\Health, Dental & Vision\2021](file:///\\atg.local\adata\Human%20Resources\Benefit%20Info\Health,%20Dental%20&%20Vision\2021)

Group Life Insurance here: [\\atg.local\adata\Human Resources\Benefit Info\Employee Life AD&D ST & LT Disability Insurance](file:///\\atg.local\adata\Human%20Resources\Benefit%20Info\Employee%20Life%20AD&D%20ST%20&%20LT%20Disability%20Insurance)

5. Helpful Hints Email

* Within a few days following the benefit Info Session, Human Resources will send out an Email that contains “Helpful Hints”. This email may include additional information, action items, and resources for the new hire to keep on hand.

6. Required Trainings

* Human Resources will send the following two trainings to the new employee within the first week of their start date:
  + Anti-Harassment Training- Done through Kantola: [Login - Kantola](https://online.kantola.com/)
  + Safety Training- Done through email with a Safety Presentation and Quiz. This is scheduled through a team’s meeting.
* These trainings are mandatory for ALL ATG employees. Documentation of completion of course will be saved to personnel files.

7. LinkedIn Learning

* Human Resources will enroll the new hire into LinkedIn Learning so that the employee may have ongoing access to this training benefit.
* The new hire may be required or requested to complete LinkedIn Learning modules, courses, or videos.
  + Administrators may generate several sets of curricula (some that will contain “suggested” material, some that will have “required” material) within LinkedIn Learning’s platform
  + LinkedIn Learning media is intended to augment Company initiatives.
* For more information on LinkedIn Learning, please review the LinkedIn Learning SOP.

**Resources:**

Onboarding Checklists are found here: Z:\Human Resources\New Employee Orientation\Checklists

LinkedIn.com

**Definitions:**

Supervisor: The new hire’s administrative mentor. The supervisor will set goals with the new hire, approve timesheets, and complete the employee’s performance review evaluation at the end of the year, etc.

Buddy: The buddy is a peer that is in a similar position within the company, and they will complete additional steps to your orientation to help you become more familiar with all things “ATG”.

Project Team: The group of coworkers with which the new hire will work together on assigned tasks and responsibilities per project scope.