



BEFORE THE FIRST DAY

Preboarding is the time period between when a candidate accepts their job offer and their first day of employment. Connecting with your new hire during this time can help jumpstart your relationship and allow the employee to feel informed and engaged before starting work.

COMMENCE

- Email [new hire announcement](#) to position stakeholders.
- Email [employee information regarding their first day](#)

Order technology and arrange for set up.

- Contact your local IT representative to book a time to set up equipment. If you do not have an assigned representative, email askit@udel.edu for coordination.

CONNECT

Pre-schedule 1:1 meetings throughout the employee's first month of employment for the employee to meet with colleagues.

- Schedule meetings with unit leaders for formal introductions and the opportunity to explain the function of their unit and how the employee interacts with them.
- Schedule meetings with the employee's direct peer group for informal introductions/get-to-know-you conversations.
- Use a [meeting calendar template](#) to track scheduled meetings and provide them to an employee on their first day.
 - Ensure that [New Employee Orientation](#), which takes place the second Wednesday of each month on Zoom, is on the schedule to avoid conflicts.
 - Consider that your employee's onboarding appointment may be on their first day of employment. Confirm these details with HR as you work to finalize the schedule.

CULTURE

Set up system access and schedule training.

- Examples: Concur, Procurement, WebEx, UDSIS, Tableau, Slack, Teams, scheduling conference rooms, etc.

COMMIT

Pre-schedule 1:1 meetings with your new employee.

- Set up a recurring calendar invitation to formalize the meetings.
- Establish expectations for your meetings. Consider the following:
 - What topics will be covered?
 - How/should these meetings be memorialized?
 - Does the employee need to prepare anything ahead of time?
 - Is your meeting long enough to allow ample time for both parties to provide updates?