

DEPARTMENTAL ONBOARDING



UNIVERSITY OF DELAWARE
HUMAN RESOURCES

FIRST 30 DAYS

The first 30 days are when the employee should focus on learning about their job responsibilities, the team structure, their co-workers, and the organization.

Consider the following activities with your new hire on their first day:

- Provide a tour of the office and/or building in which the employee works, pointing out the closest restroom, refrigerator, water station, microwave, etc.
- Point out the nearest parking options and campus shuttle stops
- Introduce your employee to any colleagues who are in the office that day
- Arrange a first-day lunch with a few teams to welcome your new employee to the community

COMMENCE

- Provide the employee with their job description and meet with them to discuss their responsibilities.
- Set expectations with the employee. Suggested topics are:
 - Productivity/Deadlines
 - Behavior
 - Communication
 - Team Collaboration
 - If applicable, ask the employee to complete a [Telework](#) form Set expectations regarding work hours, days in the office and remote work.
- Discuss time off procedures:
 - Coverage needed, call-out procedures, vacation request preference, etc.
- UD Workforce
 - How to submit time-off
 - Non-exempt employees: how to submit timesheets
- Show employee how to set up email signature
- For employees new to higher education: Encourage employee to take CUPA's [Understanding Higher Education Training](#).

CONNECT

- Explain the University's structure, leadership, mission and values.
- Review your department's Org Chart.
- Discuss your team's purpose with your new employee. What is your main objective? How does your team's mission and vision fit into UD's strategic mission and goals?
- Review your unit's organizational chart and provide a high-level explanation of each department and/or role. Explain how your unit fits within the organizational structure of the entire University.
- Have the employee reach out to a list of additional contacts you provide for them to meet with.
- Give the employee tour of the office, main street, food options and other key areas. Ask a colleague to conduct the tour, if possible, so the employee can connect with another individual.
- Share [Campus Map](#)

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- Inform your employee of communication avenues.
- Provide a list of centralized email addresses to your employee and explain the appropriate use of each.
- Add your employee to all applicable list servs.
- Forward your employee all calendar invites for any reoccurring team meetings.
- Inform your employee of any professional affiliations or memberships available.

CULTURE

Set up system access and schedule training.

- Provide the employee with [employee engagement information](#).
- Encourage the employee to take the UD Business Acumen training in [Connecting U](#).
- Allow the employee time to explore [HR UD policies](#).
- Share resources to escalate concerns.
 - [HR Partner](#)
 - [Employee & Labor Relations](#)
 - [DSS](#)
 - [Equity and Inclusion](#)
- Share the [UD academic calendar](#).

COMMIT

- [Conduct 1:1 meetings](#)
- Set up meeting dates for 30-, 60-, 90- and 180-day check ins
- Conduct 30-day check in. Here are some questions you may want to ask:
- What do you like about the job and the organization so far?
- How have your interactions with the team been?
- Have you faced any surprises since joining us?
- Are you experiencing any challenges that I can assist you with?
- Are all your technological/access need needs being met? Are there other resources you may need?