

ONBOARDING YOUR NEW EMPLOYEES


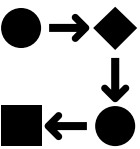


RESOURCES AND TOOLS

Purpose

Creating a comprehensive onboarding experience for your new employees will help set employee expectations, accelerate productivity, and increase engagement. This resource provides leaders with tools to create a catered onboarding experience to maximize employee success.

Conduct an Onboarding Needs Assessment

Answer the following questions regarding the role/department needs. Consider getting feedback from the members on your team and other leaders in your department.

	What are the top 5 behaviors employees should exemplify? Provide specific examples.
	What standard work or requirements do employees need to be trained on?
	What gaps have you seen in preparing new employees? How can they be addressed?
	Would your new employees benefit from peer-to-peer onboarding (preceptors, mentors, buddies)? If so, who would you recommend?

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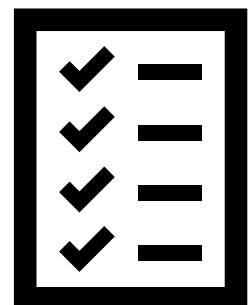
Outline Your Onboarding Needs

Take the Needs Assessment feedback and use it to outline your onboarding structure and experience.

- **Identify expected behaviors for success** and document expectations of what they look like in action.
 - Could you work with your team to collectively set expectations?
 - Reference [Fairview Commitments and Guiding Principles](#).
- **Determine daily standard work** employees need to know to do their work.
 - What processes, activities, or context is needed for the role? Link to resources for details.
 - Include items from your [department orientation checklist](#).
- **Determine organization and department required work.**
 - What is required for Annual Mandatory Education in the LMS?
 - Are there other organizational or departmental initiatives required like Safety Always?
- **Identify who is responsible for leading the training** for each activity.
 - Should it be led by a peer, manager, subject matter expert, learning modules in LMS, etc.?
 - Could this be a [development goal](#) captured in Talent Connect for other team members?
- **Determine timing and sequencing.**
 - How much time is needed to review or train on each topic?
 - Are there topics that need to be taught before others?

Incorporate Onboarding Best Practices

- Create a welcome packet template using the onboarding outline to provide to new employees.
- Refer to [Pre-Boarding and Onboarding](#) suggestions to create an impactful first impression.
- Connect with your new employee before their first day at your site to confirm time, location, and attire.
- View these optional checklists of important information to discuss throughout your new employees first 90 days!
 - [Manager First-Day Checklist](#)
 - [Manager First-30-Days Checklist](#)
 - [Manager First-90-Days Checklist](#)
- Consider creating an example schedule of the first week (see on page 3)



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Example First Week Schedule

Day 1	Day 2	Day 3	Day 4	Day 5
New Employee Welcome 8-4PM Recruiter to provide specifics	<ul style="list-style-type: none">• Meet the team• Tour of space• Parking set up• Discuss Welcome Packet & Top Behaviors for Success• Lunch w/ manager• Observe preceptor	<ul style="list-style-type: none">• Standard Work Topic #1• 1:1 w/ colleague• Team Meeting• Observe preceptor• LMS required learning	<ul style="list-style-type: none">• Standard Work Topic #2-3• 1:1 w/ colleague• EPIC Training• LMS required learning	<ul style="list-style-type: none">• Standard Work Topic #4-5• 1:1 w/ colleague• 1:1 w/ manager• Training w/ preceptor

Create Your First Week Schedule

Day 1	Day 2	Day 3	Day 4	Day 5
New Employee Welcome 8-4PM Recruiter to provide specifics				

Utilize Organizational Development Resources

- [OD&L Website](#): Development Classes, Leader Resources, Equity & Inclusion Resources, and more!
- [Leader Toolkit](#): Tools to help leaders build, manage, and develop their team with confidence.
- [Talent Retention Toolkit](#): Tools to help shape retention strategies based on employee tenure.
- [Onboarding New Employees Tools](#): Manager checklists, eLearning modules, and onboarding resources.
- [Team Development Sessions](#): 50-minute classes for teams to increase effectiveness and develop skills.
- [Webinars & Development Classes](#): In-person or online classes for individual development opportunities.