

# Wellesley College

## For Managers: Orienting the Employee to Wellesley College

There are many ways to welcome, support and assist a new employee. Take a look at the ideas below.

### **Before the First Day**

- Prepare a New Employee Departmental Announcement
- Prepare a personal Welcome Letter for the employee
- Establish a departmental personnel file and include a copy of the employee's resume, related appointment information and the role document
- Prepare the work area:
  - Ensure availability and cleanliness of the employee's work area
  - Order nameplate, business cards and stock the work space with supplies
- Work with department members to assemble pertinent information, such as:
  - Division/department goals, mission, vision
  - Department organizational chart and list of staff and phone extensions
  - Role documentation for the employee and any employees he/she will supervise
  - Office procedures/standards
- Encourage the employee to meet with Human Resources (e.g., I-9, W-4 forms, benefit options), become familiar with our Library and Technology Services (LTS) and contact the Campus Police (e.g., ID card, parking assignment and decal) before the first day of work, if possible, to ensure that all paperwork is complete

### **On the First Day**

- Greet the new employee and introduce him/her to co-workers and the work area
- Tour the work area, supplies area and show him/her where to find the restrooms, coat closet and other equipment (copier, etc.)
- Explain the hours of work, including the hours the building/department is open; provide appropriate keys
- Review policies and reporting pertaining to sick time, vacation, personal time, including what the sick leave benefit is and how to report absences
- Tour the building, pointing out different departments, exits and places to eat
- Review the information gathered previously including goals, the organizational chart, the role document and office procedures and standards
- Discuss the schedule of activities for the first week
- Arrange for lunch – taking the new hire out, arranging for others to take him/her or having a team lunch
- Ask another employee to be available to the new hire for questions during his/her first days on the job
- Spend some time at the end of the day with the new hire to provide reassurance and let him/her know that you are glad he/she is here

### **During the First Week**

- Review building/campus rules on: smoking, security, emergency evacuation and workplace injuries
- Review the College's mission, vision and guiding principles
- Explain expected interactions with others in the department and outside of the department
- Discuss the initial/interim review process and the performance management process in general
- Establish short-term goals and set longer term performance expectations

### **During the First Month**

- Meet with the new hire regularly to answer any questions and to ensure that he/she is becoming acclimated to the department and the College
- Review short-term goals with the new hire

### **During the First Six Months**

- Regularly review his/her progress and provide feedback to him/her
- Review training and career development opportunities with the employee and encourage participation