

Onboarding acclimates employees to their role, the university's mission and what the university has to offer. It develops employees who are committed to the university's success and helps retain new hires by making them feel like a member of the team.

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The new employee should feel welcomed and informed during this time. They should have a sense of excitement and confident with their decision to join RWU. They should have feel eager to learn and start their new position.

The employee will receive a link to the New Hire Onboarding packet through Interview Exchange and their background screening authorization from **Hire Image** shortly after accepting the position.

Human Resources will send a welcome email to the new hire prior to the first day requesting I-9 identifications, COVID vaccination cards, and provide info on what to generally expect during the first week of work institutionally. Your job as a manager is to support and supplement the institutional processes to ensuring a seamless and welcoming onboarding experience and start to their RWU career within your team.

Call or email to officially welcome the new employee after acceptance confirmation. Confirm start date. Discuss dress code, working hours, contact information, parking information (if applicable), and where to go on first day.

Review training

Send internal email announcements to department and other relevant offices to the employee role announcing the new hire and start date. Announce new employee through appropriate channels. Some areas use an email list when a new employee will be joining the team.

Set up office/desk/work space

[Request network access](#)

[Request key and ID access](#)

Gather and provide and training materials related to job

Consider regular formal 'check-in' times or meetings to answer questions, reviewing training and work progress

Acknowledge any workload adjustments or accommodations

Ask supportive questions:

- o Do you require any special accommodations? (If so refer to HR)
- o Are you familiar with the area? Do you need directions to campus?

Offer Letter with stipend rate, union information, and benefit summary

Welcome email with COVID, I-9 requirements, and "Your First Week at Roger" info packet

New Hire Checklist