



# **Hiring Manager's GUIDE TO ONBOARDING**

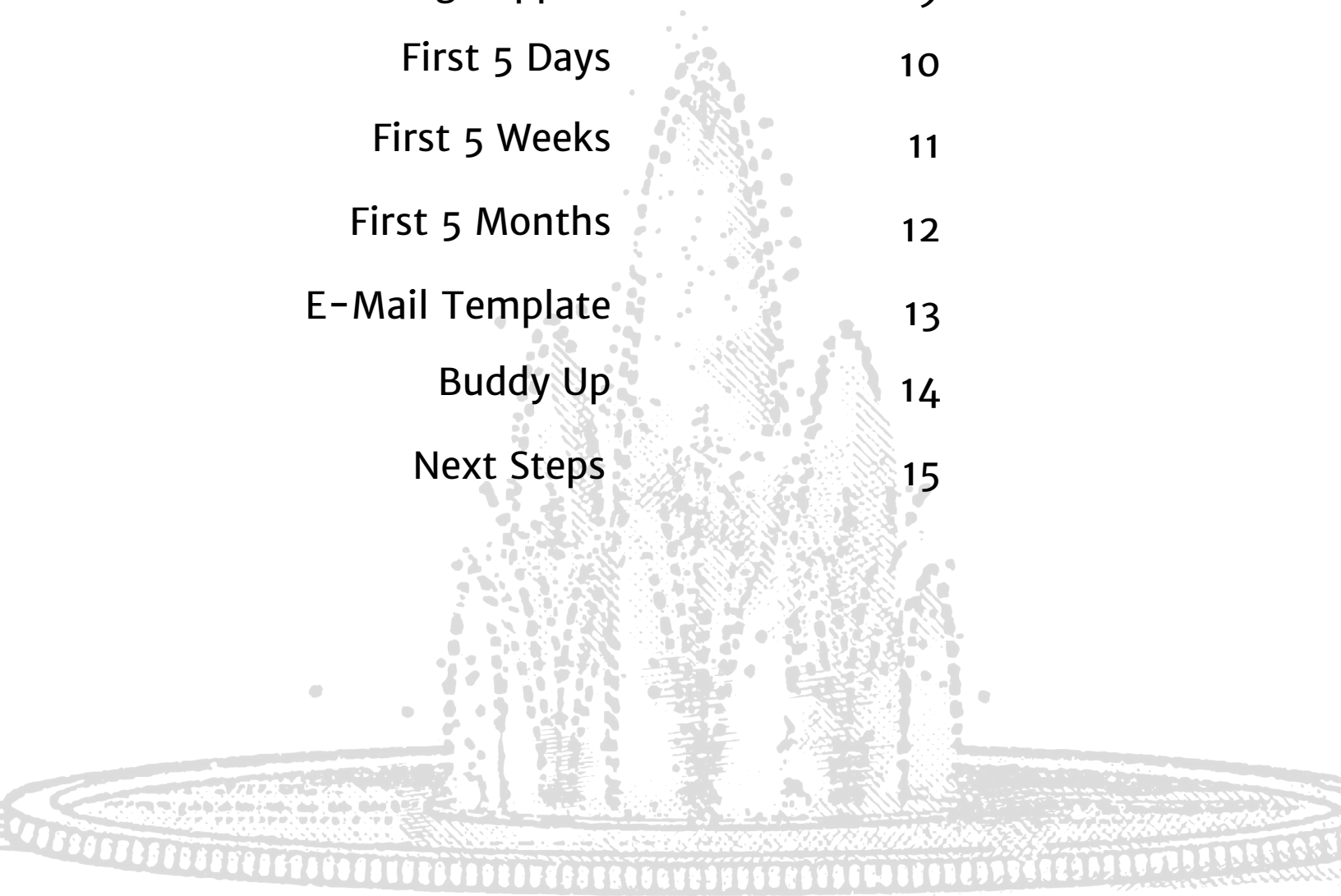


**UNIVERSITY OF  
GEORGIA**

**Development & Alumni Relations**

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# What is Onboarding?

Congratulations on hiring a new staff member! The DAR Talent Management team looks forward to working with you to onboard (transition) your new team member. We have developed an onboarding process called 5-5-5—first 5 days, first 5 weeks and first 5 months—to ensure your new staff member will make a smooth transition to their new role.

Purposely, this checklist is broad in nature to encompass the various aspects of the division-wide onboarding process. The Talent Management team will work one-on-one with you to create a tailored 5-5-5 onboarding plan for your new team member inclusive of resources, dates, trainings, events and much more. To discuss a 5-5-5 onboarding plan, please contact Krislyn Johnson at [krislynj@uga.edu](mailto:krislynj@uga.edu) or 706-542-8119.



# Talent Management vs Human Resources

## Talent Management

- Provides recruitment and hiring resources and services to hiring managers, including nest practices and talent sourcing
- Assists hiring managers with developing onboarding plan to outline what their new hires will do in their first five days, weeks, and months on the job. To set up a meeting to discuss onboarding, hiring managers should contact [Krislyn Johnson](#).
- Coordinates professional development opportunities for division employees

## Human Resources

- Works directly with new hires on completing an onboarding packet.
- After the packet and necessary forms are complete, including tax forms, HR allows the new hire to access OneUSG Connect.
- Handles all payroll information.
- For DAR specific inquiries, [Jackie Holladay](#) with any questions or concerns with your new employee's onboarding.

# Onboarding Best Practices

- Designate ample time to plan for their new employee's onboarding to ensure an organized, positive experience.
- Be present on employee's first day of work. If this is not feasible, communicate onboarding plan with a designated team member and notify Talent Management.
- Make the first day memorable for all the right reasons. Remember, you never get a second chance to make a first impression. Consider placing a welcome sign on the new employee's door/cubicle.
- Send a copy of the onboarding schedule prior to the first day. It will help to reduce the first day jitters most new employees experience.
- Work closely with team members to plan their new employee's onboarding and encourage their involvement.
- Consider assigning a buddy to the new staff member. The buddy can serve as an additional "go to" person in addition to the supervisor.
- Determine trainings/resources that will set new employees up for success as they transition into their new roles.
- Communicate 180-Day Probationary Period and provide exact end-date specific to the new employee.
- If employee has a training or meeting outside of their building during their first week, hiring manager or team member may offer transportation.
- Give the new employee time to reflect on information presented/learned, especially during the first few weeks.
- Create a positive, welcoming rapport with new hires and ensure they can and should ask questions throughout their onboarding process.
- Consider scheduling a 90-day check-in with your new employee.
- Be sure to review department lingo. Acronyms can appear as a second language to new staff.

# Prior to Arrival

## Hiring Managers



N/A

Discuss and plan computer/phone setup with DAR IT

Set up mailbox. Please direct any questions to [Brooke Hicks](#)

Discuss the following directly with [Brooke Hicks](#) if access to the One Press Place building is necessary:

- Where will their office be located?
- Do they need a FOB? If so, what type of access do they need—9:00–5:00 or 24 hour?

Request [VPN Access](#) once Scarlett sends the new employee's MyID information

Send [GAIL](#) & [FAME Access](#) forms to employee, if applicable. (VPN required)

Gather current relevant UGA and DAR information for employee's welcome package

Clean office and stock with supplies

Remind your team of the start date of the new employee and find ways to involve them in onboarding

Assign a [“buddy”](#) and communicate the purpose of forming relationship and outline expectations with buddy

Complete and send the following to [krislynj@uga.edu](mailto:krislynj@uga.edu)

- Your New Employee's [5-5-5 schedule](#)
- [New Employee Form](#)
- Temporary headshot for division welcome email (provided by employee)

Contact new employee using [email template](#) with their completed 5-5-5 schedule prior to their start date

# Prior to Arrival

## Talent Management

✓ N/A

Delivers Welcome Packet to new employee's office, which will include:

- UGA/DAR Swag (Welcome kit, SIC 'Em Poster, Lapel Pin)
- Milledge Center Emergency Plan (if applicable)
- Welcome note from Talent Management
- Fact Book
- G –Book
- Framed Nameplate

Reviews completed New Employee Onboarding Plan

Meets with Hiring Managers to discuss Onboarding

## Human Resources

✓ N/A

Updates Hiring Manager on MyID updates and Central HR Onboarding Process

Sets up time for employee to meet with [Jackie Holladay](#) on New Employee's first day

# First 5 Days

## Day 1

### Hiring Managers

- ✓ N/A
  - Order business cards
  - Help set up email signature
  - Assign buddy/mentor, if applicable
  - Work with Glenn Allen or another IT team member to set up computer, phone, voice mail and conference room calendars
  - Arrange lunch with team members, if applicable
  - Tour building (mailboxes, copier, restroom, break-room, supplies, etc.)
  - One-on-one meetings with New Employee to Build Rapport and Establish Expectations
  - Have employee complete GAIL & OneSolution form with supervisor's signature & account numbers (if not complete)

### Talent Management

- ✓ N/A
  - Add to listservs, plus monthly meeting list
  - Sends Welcome Announcement to the Division listserv

### Human Resources

- ✓ N/A
  - New employee meets with Jackie Holladay to discuss HR policies and procedures.



# Building a Rapport and Establishing Connections

## The DAR Culture

- Explain the culture of the Division of Development and Alumni Relations by discussing the Mission, Vision, and Values
- Explain the culture of your office/unit.
- Help employee understand how his position impacts others on his team and in the Division.
- Conflict of interest
- Confidentiality & personal information
- Hours of work
- IT policies—back-ups, security, etc.
- Any other relevant policies
- Provide an overview of your role in the office/unit

## The Job

- Discuss your supervisory and leadership style
- Review the job description
- Clearly explain the employee's responsibilities and work standards for carrying out his/her responsibilities. (Setting goals, meeting/exceeding metrics/goals, collaborating with team members and staff members in the division, managing projects)
- Explain when and how often performance will be measured; explain when and how often the employee will receive formal and informal feedback from you?
- How and when does the employee communicate concerns and issues to you?

## The Guidelines

- Explain to the employee why his/her work is so important and the type of special contribution he/she will be making to the team.
- Discuss the 180 calendar day probationary period and how new staff member will be evaluated (Only for newly hired employees to University of Georgia).
- What are the employee's boundaries in regards to "taking the initiative?"
- Discuss respect in the workplace
- Discuss dress code
- Punctuality
- Requesting time off (annual and sick leave)
- Standards of conduct (interactions with donors, traveling, peers, supervisor, upper-level management)

# First 5 Days

## Days 2-5

### Hiring Managers



N/A

Continue building rapport and establishing expectations

Guided Tour of campus (New employees)

Schedule meeting with buddy, if applicable

Schedule 5th day check - in with [Krislyn Johnson](#)

### Talent Management



N/A

Talent Management Team Member will check-in with new employee.

### New Employee



N/A

Employee can purchase their Faculty/Staff Smart Card at the Tate Student Center.

Schedule headshot with Edwin Hammond in DARCOMM to be added to the DAR Website Directory

Meet with key contacts as determined by supervisor

# First 5 Weeks

## Hiring Managers

✓ N/A

Continue to check-in with employee regarding their transition into their new role.

Schedule “job shadow” meetings with key stakeholders from other departments, if applicable.

## Talent Management

✓ N/A

New employee will check-in with Krislyn Johnson after 5 weeks in their role.

## New Employee

✓ N/A

Continue to meet with key contacts as determined by supervisor

Attend training sessions as designated by supervisor

Attend Development meetings, if applicable

Attend Division meetings

Continue meetings with buddy/mentor

# First 5 Months

## Hiring Managers

✓ N/A

Facilitate a 3-month check-in/feedback session with employee

## New Employee

✓ N/A

Continue training sessions and meetings as listed above

Attend professional development forum – DAR 101 (held once a semester for all new employees)

Professional development– LinkedIn Learning offers thousands of online video tutorials on topics about business, education, video, web design, web development, and more. Lynda.com can be accessed via the MyUGA Portal.

# E-Mail Template

## From Hiring Managers to New Employees

Hi [First Name],

Welcome to [college/unit]! We are excited to have you join our team. Please join us at [location] on [Weekday, Month, Date] where team members and I will greet you. I would like to treat you to lunch on your first day. In addition, here's everything you need to know for your first day:

Address

Weekday, Month, Date

Time

[Google map link for directions]

[Parking information/Parking pass]

[Location in building/Building map]

The dress code is business casual

\*For I-9 purposes a list of accepted documents can be found [here](#).

The [Athens Life Unleashed](#) website is a great way to check out what's going on in your community and learn about upcoming events! Once again, congratulations, we are thrilled to have you join our team. We look forward to seeing you on your first day!

-Supervisor [college/unit team]

# Buddy Up, Bulldogs

## Who is a buddy?

**An embodiment of our culture**—An enthusiastic colleague of your choice with the interest and availability dedicated to assisting the newest talent in our organization.

## Why is this important?

**Relationships matter!**—The best way to introduce the newest talent to our organization's norms, values and culture is to interact with those who live it every day.

## When should a buddy be assigned?

**Prior to arrival**— The supervisor should contact a buddy and discuss expectations before a new hire's arrival to ensure they are prepared to give a warm welcome.

## What does a buddy do?

**Connect the dots**— Buddies establish a relationship in the first week and serve as a point of contact for questions during the acclimation process.

They create ongoing opportunities for informal meetings including coffee, a meal or even brief check-ins at the office.

# What's Next?

Please send completed 5-5-5 Onboarding Schedules and New Employee Information forms to [Krislyn Johnson](#), along with any questions or concerns regarding your new employee's onboarding experience.

Congratulations, again, on your new employee!

