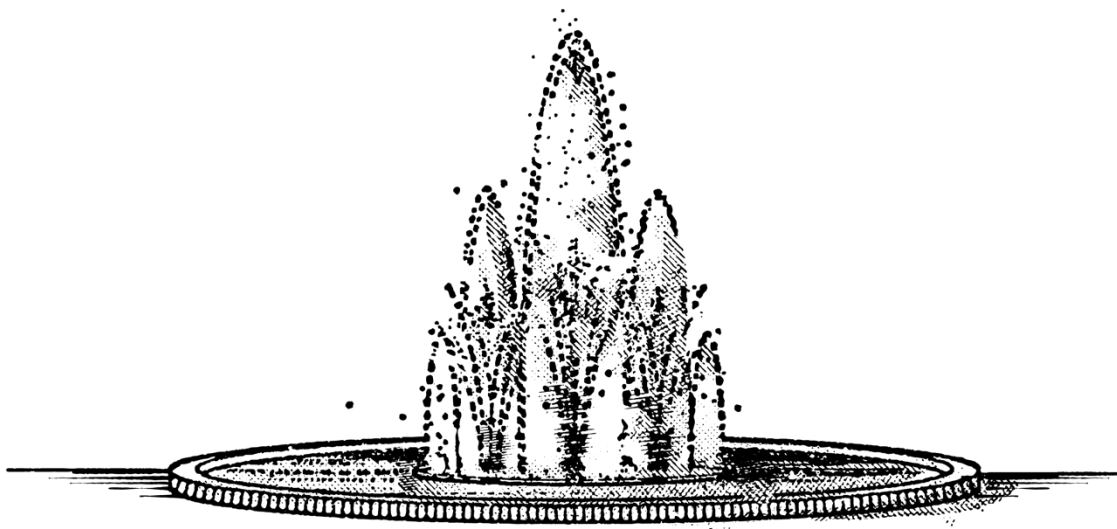


TALENT MANAGEMENT

5-5-5 ONBOARDING CHECK-LIST FOR HIRING MANAGERS

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 check-list 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 or 706-542-8119.



5 DAYS BEFORE ARRIVAL

- Clean office and stock with supplies, welcome note and shared values flyer
 - Set up computer
 - Set up mailbox
 - Place handouts on desk: evacuation plan, telephone lists, *Introduction to DAR* booklet, Fact book
 - Send GAIL & OneSolution forms, if applicable
 - Remind your team of the start date of the new employee
-

FIRST 5 DAYS

DAY 1:

Administrative

- Order business cards
- Order name plaque & magnetic nametag
- Add to listservs, plus monthly meeting list
- Write new employee announcement draft and send to Krislyn Johnson krislynj@uga.edu. The announcement will be send to the Division listserv.
- Help set up email signature – www.dar.uga.edu/comm (Find signature generator under the “Resources” tab)
- Work with Glenn Allen or another IT team member to set up computer, phone, voice mail and conference room calendars
- Tour building (mailboxes, copier, restroom, break-room, supplies, etc.)
- Obtain office keys, parking pass, building code, key fob (Milledge Centre only) etc.
- Have employee complete GAIL & OneSolution form with supervisor’s signature & account numbers (if not complete), *All new employees schedule a GAIL training as soon as possible*
- Jackie meets with each new employee one-on-one to discuss HR policies and procedures.

- Assign buddy/mentor, if applicable
- Arrange lunch with team members, if applicable

Building a Rapport and Establishing Expectations

- Explain the culture of the Division of Development and Alumni Relations
- Explain the culture of your office/unit.
- Provide an overview of your role in the office/unit
- 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)
- Help employee understand how his position impacts others on his team and in the Division.
- 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; 180 calendar probationary period does not apply to employees transferring from one position to another*).
- 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?
- 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 w/donors, traveling, peers, supervisor, upper-level management)

- Conflict of interest – notify supervisor
- Confidentiality & personal information
- Hours of work
- IT policies – back-ups, security, etc.
- Any other relevant policies

Online Resources

- Review PULSE, the monthly electronic newsletter for the Division of Development and Alumni Relations
<http://share.dar.uga.edu/htmlemails/20160805092816/index.html>
- Review the Commit to Georgia website and watch video <https://give.uga.edu/>
- Review the Commit to Georgia: Campaign Resources
<https://dar.uga.edu/campaign/>
- Share UGA's 2020 Strategic Plan (Building on Excellence) –
http://oap.uga.edu/strategic_planning/
- Share UGA Foundation site (including policies & forms):
https://dar.uga.edu/uga_foundation/
- Share “Reports to Donors” – http://dar.uga.edu/donor_relations/reporting/#2
- Share www.dar.uga.edu/gail & www.dar.uga.edu/one website for GAIL and OneSolution trainings
- Inform new employee of orientation: 1st and 3rd Monday of each month 9-10:30 a.m. at the Employee Training and Development Center located on Mitchell Street.

DAY 2:

Getting to Know Campus & Picture Perfect

- Employee purchase Faculty/Staff ID Card at the Tate Student Center. Cost\$30; http://tate.uga.edu/ugacard_content_page/ugacard-about
- Sign up for tour of campus: www.visit.uga.edu (New employees)
- Schedule meeting with buddy, if applicable

- Employee Photos are taken at Milledge Center. Please have employees contact Edwin Hammond in DARCOMM to schedule as headshot.
- To schedule an appointment please go to <https://ugacard.youcanbook.me/>.
- Under Purpose of Photo, select the third option, “Development & Alumni Relations Staff”
- Payment method will be “My Department Will Pay”

DAY 3:

Getting to Know Colleagues

- Meet with key contacts as determined by supervisor

DAY 4:

Getting to Know Colleagues

- Continue to meet with key contacts as determined by supervisor

DAY 5:

Getting to Know Colleagues and Checking-In from Talent Management

- Continue to meet with key contacts as determined by supervisor
- Meet with Krislyn Johnson (krislynj@uga.edu) for training on check request and UGAmart process, if applicable
- Talent Management Team Member will check-in with new employee

FIRST 5 WEEKS:

Settling into My New Role

- Continue to meet with key contacts as determined by supervisor
- Attend training sessions as designated by supervisor
- Attend Division meetings
- Attend Development meetings, if applicable
- Continue meetings with buddy/mentor

FIRST 5 MONTHS:

I am Feeling Good – Made a Smooth Transition

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

- Continue training sessions and meetings as listed above
- Attend professional development forum - DAR 101 (all new employees)
- Professional development- Lynda.com, which is part of LinkedIn, 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 (my.uga.edu).