

Onboarding Best Practices Guide

Week 2 Checklist for Supervisor/Manager

- Schedule a meeting with the new team member during his/her second week of employment and utilize the Week 2 New Team Member Meeting Guide on the next page
- Introduce the new team member to his/her Buddy and explain how the Buddy Program works
- Review and discuss the team member's job description in Taleo
- Discuss the Orientation Competency Assessment Evaluation (OCAE) Form
 - This must be completed within the team member's probationary period of 6 months (1 year for Clin I RNs)
 - OCAE Forms can be located on the O Drive at [HSHRJOB_CLASSES\OCAE](#)
- Review safety/security policies & procedures
 - Unit Red Book:
 - Emergency preparedness and response guide
 - Area-specific plan
 - Exposure control plan
 - Chemical inventory
 - Security plan (if applicable)
 - For more information, please visit the Emergency Management Website
- Initiate a Welcome Event for the new team member
 - Suggestions:
 - Team lunch/party
 - Meet-and-greet with department/unit
- Review your department's goals and work plan with the new team member and discuss how his/her role will contribute toward the successful achievement of these goals
- Tour immediate work area and departments related to the new team member's work
- Review the Time & Labor procedures for your department
 - Ensure the team member's orientation hours were appropriately clocked in Kronos
- Review lunch/break policies
- Review dress code guidelines
- Review phone/pager/voicemail usage guidelines
- Explain use of email, shared drives, etc.
- Explain relevant email distribution lists
- Review area/unit/department-specific policies & procedures (i.e. - scheduling, attendance, PTO, etc.)
- Ensure that the team member has completed the mandatory new hire modules in the LMS
- Review department/unit-specific equipment, forms & documentation
- Other _____
- Other _____
- Other _____

Week 2 - New Team Member Meeting Guide

Action Items:

- Discuss the **ASPIRE Attestation** document with the new team member, and focus on the behaviors associated with each value
 - Ask that s/he commit to the ASPIRE values by signing a copy to retain in his/her department file
- Ensure that the new team member has met his/her Buddy
- Review the New Team Member Profile sent to you through Taleo prior to the team member's arrival
- Recognize the team member for any accomplishments in his/her first two weeks of employment
- Discuss the importance of wearing the "Pleased to Meet You" New Team Member ID Badge Holder and how it will help team members identify him/her as our newest addition to the team

Questions:

- So far, how does this job compare to what you thought it would be? Any surprises?

- What have you noticed that our department/organization does really well? Where can we improve?

- What was done at your previous organization (if applicable) that you would like to see implemented here?

- Is there anything that I can do to improve your onboarding experience?
