New Employee Onboarding

Onboarding:

Onboarding, in addition to paperwork for state & federal compliance, provides new employees with the tools to adjust to campus life, including workplace culture & performance expectations. This project focuses on the Orientation – or first day experience– of new employees prior to starting work at their department.

Our Friends:

The California State University

Recommendations:

1. New employees start twice monthly for one-stop onboarding.
2. Standard process for all employees.
3. Provide keys, parking pass & Bulldog Card at orientation.
4. Automate various steps & eliminate those paper forms.
5. Create an onboarding website with optional materials an employee can review before start of work.
6. Many non-essential resources are given on the first day: transition these online.
7. Online checklist for managers.
8. Prohibit work without a complete Federal I-9 form.
9. Modify parking permit issuance process & remove upfront payment for permanent employees.
10. Make enhancements to the employee separation process.

Measures Of Success:

80 % of email address issued on or before first day & **100%** by end of second day

New employee touches **50%** fewer papers

100% compliance w/ state & federal laws

A Few Numbers:

On their first day, new employees:

- Complete **18** forms
- Write their name **15** times
- Receive **11** pages of handouts
- Visit **6-8** offices
- Interact with at least **a dozen** people
- **And this excludes benefits orientation!**

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