

# NEW HIRE ONBOARDING PACKET

*Manager/Supervisor Information & Next Steps*



ORU

ORAL  
ROBERTS  
UNIVERSITY



# MAKE NO LITTLE PLANS HERE

## CONGRATULATIONS ON YOUR NEW EMPLOYEE(S)!

We are honored to welcome them to ORU and are available to help in any way. We understand that this is the beginning for both you and your new employee; excitement is high and potential is endless! The key to carrying this momentum forward and optimizing your new employee's success is through a successful onboarding experience. Research shows that providing onboarding throughout an employee's first 90 days to one year greatly increases employee retention and productivity.

This onboarding guide contains information, resources and tools that can be used as a starting point for successfully onboarding & developing new employees. ORU aims to be an "employer of choice" by creating a positive working experience where staff are informed and engaged and have strong working relationships with their manager/supervisor and colleagues. In this packet, you will be given information on next steps now that your new hire is scheduled to start, onboarding tips and guidelines, and other information that is helpful throughout the new hire process.

Your department may have already completed a number of new hire welcome activities; in addition to those, we would like to give you a few more tools to help you successfully welcome, orient, and retain your new employee.

*The HR Team*



# WHAT IS ONBOARDING?

Onboarding is more than completing new hire paperwork or attending an orientation. Onboarding is a collaborative, strategic approach that provides new employees with the needed information, tools and resources to effectively meet organizational goals.

*Onboarding aims to:*

- Increase new employee productivity, by training them about their impact within the ORU community.
- Improve retention rates of new employees by making them feel engaged, successful, and connected.
- Foster an environment of employee engagement, where employees feel Oral Roberts University is a great place to work.

## (4) TYPES OF ONBOARDING



### 01 ADMINISTRATIVE ONBOARDING

This type of onboarding involves ensuring all paperwork/requests are submitted internally and externally in order to provide the necessary accesses to the employee. This can include but is not limited to:

- IT Access Form
- Required payroll forms
- Etc.



### 02 OPERATIONAL ONBOARDING

Ensure your new employee is provided with any tools and equipment they will need to perform their job. For example, ensuring a work area is set up, phone is assigned, etc.

## (4) TYPES OF ONBOARDING, CNT.



### 03 TEAM ONBOARDING

Team or social onboarding ensures the new employee connects with their new department/team as they begin their new role. This can start before someone comes on board, and can involve team introductions, creating a buddy system for new hires, etc.



### 04 PERFORMANCE ONBOARDING

New hires should be set short-term objectives and milestones that are achievable from day one. As a manager, you should be reviewing performance with your new hire during the first 30 days. At the 90-day mark, managers are required to conduct a two-part evaluation with the new employee(s). See the **90-Day Appraisal** portion of this packet for more details.

**Please be sure to implement various onboarding techniques to ensure your new hire is ready to go on day one.**

**For onboarding questions, feel free to contact a member of the HR team!**

# NEXT STEPS FOR ONBOARDING

Accepting the offer to join the ORU family was a big decision for the new employee. Once an employee accepts a position, the days or weeks leading up to that first day are critical in building a positive impression and relationship.

The items below will aid in ensuring the connection you build with your new employee is strong from the start.



## WELCOME THE EMPLOYEE

Send welcome email once start date is confirmed—include information concerning their first day, what to bring, meeting the team, etc.



## REQUEST SYSTEM SETUP & ACCESS

Request IT access (including Banner, departmental email, network and phone access) utilizing the online request form linked below.

[Request Form](#)



## REQUEST DOOR & GATE ACCESS

Request Door and Gate Access via the request form at the following link:

[Request Form](#)



## ESTABLISH TRAINING & ACTION PLAN

As you prepare for your new hire to start, begin drafting an internal plan that outlines their training plan for job proficiency and tasks that can be assigned to them over the next few weeks.

# BEFORE THE FIRST DAY REMINDERS

## TASKS

### Organize and Prepare the Workspace

- Prepare workspace, provide basic office/desk supplies
- Order name plate/tag and/or business cards (if appropriate)
- Order physical keys to cabinets, office, and/or building
- Verify working phone and/or computer
- Verify availability of any other equipment needed

### Arrange for the set-up, install, configuration and/or clearing of:

- Phone/extension/voicemail (as appropriate)
- Computer
- Printers
- Scanners/copiers
- Network Access and permissions for the necessary drives
- Other Equipment

### Ensure the employee has the following:

- User ID, Logon and default password
- Email
- Systems and applications necessary to perform work

### Confirm first day details, such as:

- New Employee Orientation date
- Employment Status/Position
- Salary
- Start date, time, and location
- Work schedule

## CONTACT

- Hiring Manager
- IT
- Auxiliary Services

### FORMS

- [IT Access Form](#)
- [Key Request Form](#)

- IT
- Auxiliary Services

### FORMS

- [IT Access Form](#)
- [Key Request Form](#)

- Human Resources
- IT
- Public Access

### FORMS

- [IT Access Form](#)

# ON THE FIRST DAY REMINDERS

## TASKS

### When the employee arrives

- Welcome them and introduce them to their team members
- During their first day take them to the Eagle Card Center to get their employee I.D. card and to Security to get their parking pass.
- Take them up to IT so they can complete their computer access by creating their Novel password.
- For hourly employees, show them the nearest Kronos time clock to swipe in and out from. HR will set the new employee up in Kronos to allow them to login and access their timecard using the "Time Stamp" method.
- Provide the Request for Access to Argos Applications Form, if needed. Request Form

## CONTACT

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- IT
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- Eagle Card Center

### FORMS

- [IT Access Form](#)
- [Key Request Form](#)
- [Argos Application Form](#)



# NEW EMPLOYEE ORIENTATION

Sessions are typically scheduled every other Tuesday from 9:00am - 12:00 pm.

During orientation & onboarding session we will cover ORU workplace culture, benefits, paid time off, policies, tuition benefits, and more. Please ensure your new hire attends their scheduled new employee orientation. Orientation information is provided to the employee as well as hiring managers.

**! ALL NEW EMPLOYEES (FULL-TIME AND PART-TIME) ARE REQUIRED TO ATTEND A NEW EMPLOYEE ORIENTATION**

## ORIENTATION SCHEDULE

TIME	ACTIVITY
9:00	WELCOME + ORU OVERVIEW
9:20	ORU VETERAN EXPERIENCE
9:40	BREAK
9:45	TITLE IX TRAINING
10:15	BENEFITS OVERVIEW + Q&A
10:45	WRAP-UP + Q&A
10:50	BREAK
11:00	IT ONBOARDING (SETUP)



# 90-Day Orientation Appraisal

The cornerstone of a successful working relationship between a supervisor and employee is constant communication and feedback. As an employee enters a new role at ORU, it is imperative that the supervisor provide feedback to enable their success. While an appraisal is only one form of communicating this information, it helps to recognize areas of strength and development. In addition to this appraisal, supervisors and/or managers are encouraged to make employee feedback a continuous activity and find other communication methods that support departmental needs.

A 90-day appraisal is used when hiring new employees or transferring employees to new positions. After the first 90 days, a manager reviews employee performance, goal progress, and discusses future onboarding and training plans. It's important to come prepared for the 90-day review with an agenda and feedback for the employee.

**Perform their initial 90 day review  
prior to their 90th day of employment.**

1

**Conduct a 90-day performance appraisal with your new hire utilizing the S.M.A.R.T goals approach and the 90-day performance appraisal form.**

2

**Set goals for the next review period & submit 90-day performance appraisal to Human Resources.**



# HELPFUL LINKS

## EXTERNAL LINKS

[ORU Virtual Tour](#)

[General Employee Information](#)

[Online Training](#)

[FERPA Tutorial](#)

[Workplace Harassment Fundamentals](#)

[Campus SaVE Act](#)

[Employee Handbook \(Download Page\)](#)

[University Policies and Procedures](#)

[Employee Self-Service Portal \(Vision\)](#)

[Campus Map and Directions to Campus](#)

[Kronos Tutorial](#)

[Supervisor/Manager Checklist](#)

[Supervisors/Managers Guide to ORU Employment](#)

[Policies & Procedures](#)

[IT Access Form](#)

[Door & Gate Access Request Form](#)

[Key Request Form](#)

[Keybox Request Form](#)

DEVELOPING WHOLE LEADERS FOR THE WHOLE WORLD

