

New Employee Onboarding Guide

Prepare Ahead (1 Week Before):

- Request any keys needed or special building access through the Access Control Office's [Key & Access Request Form](#).
- Request network access, phone numbers, and equipment as needed for the employee by completing the [New Employee](#) ticket on the IT Service Desk's website.
- Add regularly scheduled meetings, as well as trainings, to the employee's Bates calendar and add them to relevant email lists.
- Order business cards and name plate if needed from Post & Print.
- Have a clear plan on who in the department is meeting the new employee on their first day and who will be responsible for walking them to Day 1 Onboarding with HR.

First Week Suggestions: (Feel free to make adjustments for your department)

- Put together a welcome packet from the department. This could include any of the following,
 - relevant contact names & phone numbers
 - campus map
 - Bates notepad
 - parking information
 - mission & values of Bates College
 - anything else specific to your department that would be helpful
- Schedule a **recurring** meeting with their supervisor throughout the first week to check in. First week meetings should include the following topics,
 - expectations of the job and answering any questions they may have
 - reviewing hours of work/schedule
 - how and when to complete their timesheet
 - explaining policies and procedures for overtime, use of vacation/sick time, holidays, etc.
 - explain any flexible work policies or procedures
- Designate a team lead to review technology/programs/equipment used within your dept
- Provide a general tour of the office/facility
- Schedule individual meetings with colleagues within your department

Second Week Suggestions: (Feel free to make adjustments for your department)

- Schedule meetings with relevant colleagues outside your department.
- Do a deeper dive into programs and daily responsibilities.
- Arrange for a campus tour if they have not had one yet. Contact the Admissions department directly to schedule one.
- Follow up to see if they have any remaining benefits questions (if applicable). If yes, have them reach out to benefits@bates.edu. As a manager, please remind your new employee they only have 30 days to elect their benefits.
- Continue scheduling a weekly check in with their supervisor

General Expectations As Supervisor

- Schedule and conduct regularly occurring one-on-one meetings
- Continue to provide timely, on-going, and meaningful feedback
- Ensure employee attends New Employee Orientation scheduled through HR
- Continue introducing your new employee to various colleagues on campus and encourage them to utilize all their benefits here (access to the gym, library, Bates' B-Well programs, etc.)

Any additional questions regarding onboarding can be directed to Dana Bosse at dbosse@bates.edu.