

ONBOARDING GUIDE – LEADER

New employees, whether new to the college or new to the department, need extra time and support when they first start. As their Leader, you have a responsibility to help ease their transition by providing an effective onboarding experience.

An effective experience means giving the employee the right information, at the right time, in the right way. Make it timely and easily digestible, and check-in with them often to make sure you're both on the same page.

This checklist provides an outline to help achieve this outcome. It will ensure your new employee has access to the information and resources they need to quickly become an effective team member and feel like a valued member of the College community.

Please share the planned onboarding experience with your new employee and their Buddy; and adjust as needed to ensure they're receiving what they need.

PRE-BOARDING

Task	Description	Completion Date
Pre-boarding Form	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the pre-boarding form, sent by HR (applicable only to new College employees) <input type="checkbox"/> Identify the employee's Onboarding Buddy <input type="checkbox"/> Develop an onboarding plan 	
Payroll Process Set-Up	<ul style="list-style-type: none"> <input type="checkbox"/> Work with HR to ensure the employee has signed and returned the necessary payroll forms by the required due date. If this deadline is missed, it will impact the setup of their network access, email account, phone, D2L, etc. 	
Workspace	<ul style="list-style-type: none"> <input type="checkbox"/> Have team members sign a welcome card <input type="checkbox"/> Set-up the employee's work station (pens, a notebook, Fleming swag, etc.) 	

FIRST DAY

Task	Description	Completion Date
Introductions	<ul style="list-style-type: none"> <input type="checkbox"/> Introduce the employee to their team <input type="checkbox"/> Introduce the employee to their Buddy 	

	<ul style="list-style-type: none"> <input type="checkbox"/> Outline the customs of your work area and service protocols 	
Housekeeping	<ul style="list-style-type: none"> <input type="checkbox"/> Give your employee their office/desk keys <input type="checkbox"/> Help them login to their computer accounts <input type="checkbox"/> Ensure they have received the Digital Onboarding email and can successfully login to complete it 	
Setting Expectations	<p>Ensure your employee understands:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard working hours and flexibility <input type="checkbox"/> When and how they will be paid <input type="checkbox"/> Vacation allotment and accrual process <input type="checkbox"/> Absence due to illness policy <input type="checkbox"/> Performance evaluation <input type="checkbox"/> Practices for exceptional circumstances (eg: coming into work early or on weekends, how to get lights turned on, what if they have to step out for an appointment or a sick child, etc.) 	

FIRST WEEK

Task	Description	Completion Date
Digital Onboarding Guide	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure your employee has completed the Digital Onboarding Guide. This includes the required training components and policy review/sign-off. 	
Job Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss job expectations <input type="checkbox"/> Describe the structure and functions of the employee’s work group → specifically how their job responsibilities contribute to the Department/ School/College’s strategic goals, operational plans, and ongoing functioning 	
Introductions	<ul style="list-style-type: none"> <input type="checkbox"/> Introduce the employee to other employees/ teams they’ll be closely working with 	
Benefits	<p>Applicable to full-time and partial-load only:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the employee has time scheduled to meet with the Benefits Coordinator to sign up for coverage, pension, as well as to understand waiting periods and eligibility 	

FIRST MONTH

Task	Completion Date
□ Provide the employee with a copy of their job description or Standard Workload Form (SWF)	
□ If applicable, explain how to complete purchase orders, obtain petty cash, expense form, etc.	
□ Describe the School/Department in terms of functions, programs, number of students, distinguishing features, professional development procedures and resources	
□ Share an overview of Fleming's budget process as it pertains to the employee's School/Division	
□ Provide information on how the College "fits" into the provincial education system (eg: with other colleges, the Ministry of Colleges and Universities, the College Employer Council, and Colleges Ontario)	
□ If applicable, connect employee with professional peers in relevant roles at other Colleges	