



ONBOARDING GUIDE – MANAGER

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

An effective experience means giving the employee the correct 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 (if applicable) 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 (if applicable)<input type="checkbox"/> Develop an onboarding plan	
HR 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 onboarding 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 workstation (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<input type="checkbox"/> Outline the "norms and practices" of your	

Task	Description	Completion Date
	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"/> Give them their login credentials to log in to their computer account <input type="checkbox"/> Ensure they have received the Digital Onboarding email and can successfully log in 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"/> In-office schedule (if applicable) <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 (e.g., 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 employees and partial-load faculty only:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the employee has received their benefits package and has the opportunity to review it with HR if needed 	

FIRST MONTH

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