## Manager's New Employee Onboarding Guide



# Welcome to the University of Houston Downtown



**Employment Services & Operations** 

The University of Houston-Downtown strategic onboarding program is designed for a high level of interaction that is tailored to both the individual's and the department's needs. A strong onboarding process will accelerate employee engagement and performance. Our onboarding process starts during the recruitment process and becomes formal when an offer is accepted.

#### **Definition of Terms**

- Orientation: In most cases New Employee Orientation (NEO) occurs on the new employee's start date. The new employee in-processes to the university by completing the appropriate employment forms and receives information about the university's structure, vision, and mission. An overview of policies, procedures, benefits, training opportunities, the performance appraisal process, other topics of interest, and a campus tour is provided.
- Onboarding: Acclimating new employees to the university is a long-term process that enables them to become productive and committed to the university. Ensuring the new employee understands their job role and responsibilities, how they contribute to the department, and how the department contributes to the university lends itself to a successful and long-term relationship.

#### Goals of Onboarding

While orientation is an essential part of our onboarding program, the university engages new employees beyond orientation at the departmental and organizational levels. We utilize coaching, training, and other developmental programs to assimilate new employees to the university, instilling a sense of pride and commitment to UHD. Positive employee onboarding experiences also advance operational excellence.

Expected outcomes of an exceptional onboarding program:

Employee Experience	<ul> <li>Increased employee satisfaction</li> <li>Increased employee engagement</li> <li>Pride and commitment to UHD</li> </ul>
Operational Excellence	<ul> <li>Standardized onboarding experience across all departments</li> <li>Increased employee retention</li> <li>Increased cost effectiveness</li> </ul>

#### Stages of Onboarding

- **Stage 1 Pre-hire:** This is the first stage of the onboarding process. First impressions are being formed here.
- **Stage 2 General Briefing:** Provide detailed and relevant information about the university to the candidate. Make sure that all discussions are healthy, productive and not confrontational. Ensure that you are as informative as possible about every aspect of employment: compensation, job expectations, university culture, benefits, etc.
- **Stage 3 New Employee Orientation Day:** Leverage your new employee's enthusiasm. Properly welcome them to UHD by attending their NEO lunch meeting or by providing a representative from your department.
- **Stage 4 Department Orientation:** The orientation program happens in two phases. The first phase, NEO, is facilitated by Employment Services and Operations. The second phase is your department's orientation where you will discuss their job expectations and how their role contributes to the success of your team, department and the university. You may personalize the orientation by providing an informal breakfast or lunch meeting to welcome your new employee to your department and existing staff. Importantly, do not overwhelm your new employee by providing too much information on their first day.
- **Stage 5 Post Orientation:** This is the continuation of the onboarding process. Details can be found on page four of this guide (*Manager's Checklist for Onboarding New Employees*).

Onboarding does not end after 30, 60, or even 90 days. It is an ongoing process that usually continues until the employee's first year anniversary. This may seem like a long time, but resignations often occur within an employee's first year.

Therefore, it is especially important to ensure your new employee feels welcomed and empowered to make an impact from the day they start. To help facilitate an effective department onboarding experience, please refer to the *Manager's Checklist* on page four.

Happy onboarding! Keep in mind that assistance is available throughout this process. We want a positive onboarding experience for both you and your new employee. Please contact Talent Development at 713-221-8060 or td@uhd.edu for assistance.



## Manager's Checklist for Onboarding New Employees

New Employee:		
Position:		
Department:		
Date Employed:		
	Completed	
Prior to New Employee Arriving Call and/or email new employee to confirm start date and review orientation schedule with new	Completed	
employee. (see page six for sample Employee Welcome Letter)		
Send an email announcement to the department staff announcing the new employee's arrival.		
You may also want to copy the new employee so that they also know what others are being		
told. (see page seven for sample New Employee Announcement) Order keys, business cards, and name plate (if applicable).		
Set up office/workspace.		
Add new employee to your department's email distribution list.		
Set up employee file.		
Schedule time on your calendar to have lunch with your new employee on orientation day. If		
you are unable to attend lunch, please send a representative from your office. Lunch will be from 12:00pm – 1:00pm in the Food Court. While your new employee's lunch is free, you are		
responsible for coordinating your own meal.		
Schedule needed training (if applicable). If you need assistance, please contact Talent Development at 713-221-8060 or TD@uhd.edu.		
Prepare the first day and first week agenda to let the employee know what is expected. Include		
any meetings the employee will attend.		
First Day in Department		
Welcome new employee and discuss plan for first day.		
Assign a "go-to" buddy in the department.		
Show location of employee's desk, restrooms, and staff lounge.		
Review use of telephone, including personal cell phones.		
Meet with new employee and provide overview of job description, outlining the duties and responsibilities of their position along with your <b>written</b> expectations.		
Explain how their position relates to other positions in the department and/or university.		
Department tour and introduce to staff.		
Review roles and the job functions of other staff members.		
Review department's structure and leadership.		
Review department's scope of services and performance goals and their relationship to the university's strategic initiatives.		
Provide overview of department's relationships with other departments.		
Provide copies of department and university phone lists.		
Provide keys, business cards, and name plate (if applicable)		
Review department dress code and use of name badge. (ESO will order name badges)		

and other important policy information.       Review policy for meals and breaks.         Review department's policy for food and beverages in the work area.       Review department's disaster plan and procedures.         dentify location of fire extinguishers, fire alarms, and other emergency equipment.       Review department's disaster plan and procedure for reporting emergencies.         Review department's disaster plan and procedure for reporting emergencies.       Review department's disaster plan and procedure for reporting emergencies.         Review department's disaster plan and procedure for reporting emergencies.       Review schedule of activities for the first week.         Tave lunch with the new employee or ensure employee has lunch with colleague(s).       Emergencies.         First Week in Department       Completee         Explain regular department/university meetings.       Completee         Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave, MLA, bereave to all personal leave of absence. Review procedures for returning to work atter absence (i.e., if employee is out for more than three consecutive days due to illness, a botch's release to return to work is required).         Review policy and procedures for inclement weather.       Review required training courses and timeline for completion (if applicable).         Ensure review of:       Imali       Imali         Telephone/voicemail standards       Security procedures       Supplies         Supplies       Paydays       Imali	Devices of the device and exact with a superstational scale between eventions and a bind in a superstational scale between the superstation scale between the superstation scale between the superstat		
Review policy for meals and breaks.         Review department's prior and Safety rules and procedures.           Review department's fire and Safety rules and procedures.         Review department's fire and Safety rules and procedures.           Review department's disaster plan and procedure for reporting emergencies.         Review department's disaster plan and procedure for reporting emergencies.           Review department's disaster plan and procedure for reporting emergencies.         Review checkedue of activities for the first week.           Have lunch with the new employee or ensure employee has lunch with colleague(s).         Completee           First Week in Department         Completee           Suplain regular department/university meetings.         Completee           Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave,         MLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).           Review epolicy and procedures for inclement weather.         Review required training courses and timeline for completion (if applicable).           Ensure review of:         Mail         Telephone/voicemail standards           Security procedures         Security procedures         Supplies           Paydays         Use of equipment         Telephone           Copier         Fax         Fax      <	Review attendance and punctuality expectations, work hours, overtime, clocking in procedures,		
Review department's policy for food and beverages in the work area.         Review department's disaster plan and procedures.           Review department's disaster plan and procedure for reporting emergency equipment.         Review department's disaster plan and procedure for reporting emergencies.           Review department's disaster plan and procedure for reporting emergencies.         Review department's disaster plan and procedure for reporting emergencies.           Review department's procedure for reporting injuries or accidents.         Review schedule of activities for the first week.           Review the department funiversity meetings.         Completed           Serview procedures for calling in sick, requesting time off, holidays, scheduled medical leave, mMLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).           Review procedures for inclement weather.         Review required training courses and timeline for completion (if applicable).           Ensure review of:         Mail         Telephone/voicemail standards           Security procedures         Supplies         Paydays           Paydays         Use of equipment         Telephone           Telephone         Copier         Fax           Personal computer         Any other equipment necessary for position         Makinglog distance calls (if applicable)           Scheduling meeting norms<			
Review department's Fire and Safety rules and procedures.         Image: Complete Comple			
dentify location of fire extinguishers, fire alarms, and other emergency equipment.         Review department's disaster plan and procedure for reporting emergencies.         Review department's disaster plan and procedure for reporting emergencies.         Review schedule of activities for the first week.         Have lunch with the new employee or ensure employee has lunch with colleague(s).         First Week in Department       Completed         Exview procedures for calling in sick, requesting time off, holidays, scheduled medical leave, MLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).         Review policy and procedures for inclement weather.       Review required training courses and timeline for completion (if applicable).         Ensure review of:       Mail         Telephone procedures       Security procedures         Supplies       Paydays         Use of equipment       Telephone         Copier       Fax         Personal computer       Any other equipment necessary for position         Making long distance calls (if applicable)       Scheduling meeting rooms         Review visitor policy.       Review visitor policy.         Review visitor policy.       Review visitor policy.         Review visitor policy.       Review visitor policy. <td></td> <td></td>			
Review department's disaster plan and procedure for reporting emergencies.         Review department's procedure for reporting injuries or accidents.           Review schedule of activities for the first week.         Review schedule of activities for the first week.           Lave lunch with the new employee or ensure employee has lunch with colleague(s).         Completed           First Week in Department         Completed           Explain regular department/university meetings.         Completed           Eview procedures for calling in sick, requesting time off, holidays, scheduled medical leave.         Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a boctor's release to return to work is required).           Review required training courses and timeline for completion (if applicable).         Ensure review of:           Mail         Telephone procedures         Telephone/voicemail standards           Security procedures         Supplies         Paydays           Paydays         Use of equipment         Telephone           Copier         Fax         Personal computer           Any other equipment necessary for position         Making long distance calls (if applicable)         Scheduling department.           Review use of internet, e-mail, and internal communication resources for employees including department.         Review wishor policy.         Review wishor policy.           Review were to fi			
Review department's procedure for reporting injuries or accidents.         Complete           Review schedule of activities for the first week.         Complete           Have lunch with the new employee or ensure employee has lunch with colleague(s).         Complete           Explain regular department/university meetings.         Complete           Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave, employe and procedures for incliment weather.         Review policy and procedures for incliment weather.           Review policy and procedures for incliment weather.         Review required training courses and timeline for completion (if applicable).           Ensure review of:         Mail         Mail           Telephone procedures         Security procedures         Security procedures           Supplies         Supplies         Supplies           Paydays         Use of equipment         Telephone           Copier         Fax         Personal computer           Any other equipment necessary for position         Making long distance calls (if applicable)         Scheduling meetings, newsletters, etc.           Review visitor policy.         Review visitor policy.         Review visitor policy.         Review visitor policy.           Review there to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will navigate. <td></td> <td></td>			
Review schedule of activities for the first week.         Complete           ave lunch with the new employee or ensure employee has lunch with colleague(s).         Complete           First Week in Department         Complete           Scholar department/university meetings.         Complete           Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave, filter absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).         Review procedures for inclement weather.           Review policy and procedures or inclement weather.         Review required training courses and timeline for completion (if applicable).           Ensure review of:         Mail           Telephone procedures         Telephone/voicemail standards           Security procedures         Security procedures           Telephone         Copier           Fax         Personal computer           Any other equipment necessary for position         Any other equipment necessary for position           Making long distance calls (if applicable)         Scheduling meeting rooms           Review visitor policy.         Review visitor policy.           Review use of internet, e-mail, and internal communication resources for employees including department.         Review visitor policy.           Review visitor policy.         Review wisith whom the employee will navigate.         Pr			
Instruction         Completed           Explain regular department/university meetings.         Completed           Explain regular department/university meetings.         Completed           Evelow procedures for calling in sick, requesting time off, holidays, scheduled medical leave, FMLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a loctor's release to return to work is required).         Evelow procedures for inclement weather.           Review procedures for inclement weather.         Evelow required training courses and timeline for completion (if applicable).           Ensure review of:         Mail           Telephone procedures         Telephone/voicemail standards           Security procedures         Security procedures           Supplies         Paydays           Use of equipment         Telephone           Telephone         Copier           Copier         Fax           Personal computer         Any other equipment necessary for position           Making long distance calls (if applicable)         Scheduling meeting rooms           Review visitor policy.         Review visitor policy.           Review visitor policy.         Review visitor policy.           Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.			
First Week in Department         Completed           Explain regular department/university meetings.         Completed           Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave,         MLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).         Review policy and procedures for inclement weather.           Review policy and procedures for inclement weather.         Review required training courses and timeline for completion (if applicable).           Ensure review of:         Mail           Mail         Telephone procedures           Telephone procedures         Supplies           Supplies         Supplies           Paydays         Use of equipment           Telephone         Copier           Fax         Personal computer           Any other equipment necessary for position         Making long distance calls (if applicable)           Scheduling meeting rooms         Review wise of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.           Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will niteract.           Provide introductions to individuals within other departments with whom the empl			
Explain regular department/university meetings.         Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave,         FMLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).         Review required training courses and timeline for completion (if applicable).         Ensure review of:         Mail         Telephone procedures         Telephone/voicemail standards         Security procedures         Supplies         Paydays         Use of equipment         Telephone         Copier         Fax         Personal computer         Any other equipment necessary for position         Making long distance calls (if applicable)         Scheduling meetings nows         Review wise of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.         Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will niteract.         Provide introductions to individuals within other departments with whom the employee will niteract.         Provide introductions to individuals within other departments with whom the employee will n			
Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave,           FMLA, bereavement, and personal leave of absence. Review procedures for returning to work           after absence (i.e., if employee is out for more than three consecutive days due to illness, a           aboctor's release to return to work is required).           Review policy and procedures for inclement weather.           Review required training courses and timeline for completion (if applicable).           Ensure review of:           Mail           Telephone procedures           Telephone procedures           Supplies           Paydays           Use of equipment           Telephone           Copier           Fax           Personal computer           Any other equipment necessary for position           Making long distance calls (if applicable)           Scheduling meeting nooms           Review wistor policy.           Review where to find policies and procedures for university and department.           Provide introductions to individuals within other departments with whom the employee will netract.           Provide introductions to individuals within other departments with whom the employee will netract.           Provide introductions to individuals within other departments with whom the employee will netract.           Provide our of othe	•	Completed	
Review required training courses and timeline for completion (if applicable).       Image: Complete Complet	Review procedures for calling in sick, requesting time off, holidays, scheduled medical leave, FMLA, bereavement, and personal leave of absence. Review procedures for returning to work after absence (i.e., if employee is out for more than three consecutive days due to illness, a doctor's release to return to work is required).		
Ensure review of:       Mail         Telephone procedures       Telephone/voicemail standards         Security procedures       Supplies         Paydays       Paydays         Use of equipment       Telephone         Telephone       Copier         Fax       Personal computer         Any other equipment necessary for position       Making long distance calls (if applicable)         Scheduling meeting rooms       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.       Provide tour of other areas in the university in which employee will navigate.         First 30 Days       Completee Meet one-on-one with your new employee at least once a week to provide constructive eedback.         Review opportunities/requirements for training and professional development.       Evelopment.			
Mail       Telephone procedures         Telephone/voicemail standards       Security procedures         Supplies       Paydays         Paydays       Use of equipment         Telephone       Copier         Fax       Personal computer         Any other equipment necessary for position       Making long distance calls (if applicable)         Scheduling meeting rooms       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review where to find policies and procedures for university and department.         Provide tour of other areas in the university in which employee will navigate.       First 30 Days         Completee       Completee         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.			
Telephone procedures       Image: Security procedures         Supplies       Supplies         Paydays       Image: Security procedures         Use of equipment       Image: Security procedures         Telephone       Image: Security procedures         Copier       Fax         Personal computer       Image: Security procedures provide computer         Any other equipment necessary for position       Image: Security procedures provide computer         Any other equipment necessary for position       Image: Security procedures provide computer         Any other equipment necessary for position       Image: Security procedures provide computer         Any other equipment necessary for position       Image: Security procedures provide computer         Any other equipment necessary for position       Image: Security procedures provide computer         Scheduling meeting rooms       Image: Security procedures provide computers provide provide provide provide provide provide procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.       Image: Security procedures provide provide constructive ecdback.         Provide tour of other areas in the university in which employee will navigate.       Image: Security provide constructive ecdback.         Review opportunities/requirements for training and professional development.       Image: Security provide constructive ecdback. <td></td> <td></td>			
Telephone/voicemail standards         Security procedures         Supplies         Paydays         Use of equipment         Telephone         Copier         Fax         Personal computer         Any other equipment necessary for position         Making long distance calls (if applicable)         Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.         Review visitor policy.         Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate.         First 30 Days       Completed Meet one-on-one with your new employee at least once a week to provide constructive eedback.         Review opportunities/requirements for training and professional development.			
Security procedures       Supplies         Supplies       Paydays         Use of equipment       Image: Copier         Telephone       Copier         Fax       Personal computer         Any other equipment necessary for position       Image: Copier         Making long distance calls (if applicable)       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review where to find policies and procedures for university and department.       Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate.       First 30 Days         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Completeed for training and professional development.			
Supplies       Paydays         Use of equipment       Image: Supplies of equipment         Telephone       Copier         Fax       Personal computer         Any other equipment necessary for position       Image: Supplies of equipment necessary for position         Making long distance calls (if applicable)       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review where to find policies and procedures for university and department.       Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate.       First 30 Days         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Completeed one-on-one with your new employee at least once a week to provide constructive eedback.			
Paydays			
Use of equipment       Image: Copier         Telephone       Image: Copier         Fax       Image: Personal computer         Any other equipment necessary for position       Image: Making long distance calls (if applicable)         Scheduling meeting rooms       Image: Computer         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Image: Computer         Review visitor policy.       Image: Computer       Image: Computer         Provide introductions to individuals within other departments with whom the employee will netract.       Image: Completeer         Provide tour of other areas in the university in which employee will navigate.       Image: Completeer         First 30 Days       Completeer         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Image: Completeer         Review opportunities/requirements for training and professional development.       Image: Completeer			
Telephone       Copier         Copier       Fax         Personal computer       Any other equipment necessary for position         Making long distance calls (if applicable)       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review where to find policies and procedures for university and department.       Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate. <b>Completed</b> First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.			
Copier       Fax         Personal computer       Any other equipment necessary for position         Making long distance calls (if applicable)       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review where to find policies and procedures for university and department.       Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate. <b>Completed</b> First 30 Days <b>Completed</b> Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.			
Fax       Personal computer         Any other equipment necessary for position       Making long distance calls (if applicable)         Scheduling meeting rooms       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review visitor policy.       Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.       Provide tour of other areas in the university in which employee will navigate.         First 30 Days       Completed constructive eedback.         Review opportunities/requirements for training and professional development.       Evelopment.			
Personal computer       Any other equipment necessary for position         Making long distance calls (if applicable)       Scheduling meeting rooms         Scheduling meeting rooms       Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.         Review visitor policy.       Review visitor policy.         Review where to find policies and procedures for university and department.       Provide introductions to individuals within other departments with whom the employee will neeract.         Provide tour of other areas in the university in which employee will navigate.       Completed         First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.	•		
Any other equipment necessary for position       Making long distance calls (if applicable)         Scheduling meeting rooms       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor poly         Review visitor policy.       Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will nteract.       Completed         Provide tour of other areas in the university in which employee will navigate.       Completed         First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.			
Making long distance calls (if applicable)       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review visitor policy.       Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will nteract.       Completed         Provide tour of other areas in the university in which employee will navigate.       Completed         First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Review opportunities/requirements for training and professional development.	· · · · · · · · · · · · · · · · · · ·		
Scheduling meeting rooms       Scheduling meeting rooms         Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.       Review visitor policy.         Review visitor policy.       Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will nteract.       Review of other areas in the university in which employee will navigate.         First 30 Days       Completed constructive eedback.         Review opportunities/requirements for training and professional development.			
Review use of internet, e-mail, and internal communication resources for employees including department meetings, newsletters, etc.         Review visitor policy.         Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will nteract.         Provide tour of other areas in the university in which employee will navigate.         First 30 Days         Meet one-on-one with your new employee at least once a week to provide constructive eedback.         Review opportunities/requirements for training and professional development.			
department meetings, newsletters, etc.         Review visitor policy.         Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate.         First 30 Days         Meet one-on-one with your new employee at least once a week to provide constructive eedback.         Review opportunities/requirements for training and professional development.			
Review where to find policies and procedures for university and department.         Provide introductions to individuals within other departments with whom the employee will netract.         Provide tour of other areas in the university in which employee will navigate.         First 30 Days         Meet one-on-one with your new employee at least once a week to provide constructive eedback.         Review opportunities/requirements for training and professional development.	department meetings, newsletters, etc.		
Provide introductions to individuals within other departments with whom the employee will netract. Provide tour of other areas in the university in which employee will navigate. First 30 Days Meet one-on-one with your new employee at least once a week to provide constructive eedback. Review opportunities/requirements for training and professional development.			
Interact.       Provide tour of other areas in the university in which employee will navigate.         First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Completed         Review opportunities/requirements for training and professional development.       Completed			
First 30 Days       Completed         Meet one-on-one with your new employee at least once a week to provide constructive eedback.       Completed         Review opportunities/requirements for training and professional development.       Completed	interact.		
Meet one-on-one with your new employee at least once a week to provide constructive eedback. Review opportunities/requirements for training and professional development.			
eedback. Review opportunities/requirements for training and professional development.	First 30 Days	Completed	
	feedback.		
Confirm completion of mandatory training.			
	Confirm completion of mandatory training.		
Remind employee to complete benefits enrollment.	Remind employee to complete benefits enrollment.		



### **Employee Welcome Letter**

(to the New Employee from the Supervisor after formal offer by ESO has been accepted)

Dear [Employee's First Name],

Welcome to the University of Houston-Downtown and the [department name] team! I am delighted you are joining us as a [employee's new job title]. Your work hours will be [Work Schedule]. Your office is located at [Location]. Your role is critical in fulfilling the mission of our department and the University of Houston-Downtown.

The [department name] is ready to support your transition to the University of Houston-Downtown. Please call on any of us to assist you. We are looking forward to your success at the University of Houston-Downtown.

Sincerely,

[Supervisor Name] [Supervisor Title]



## **New Employee Announcement**

(to coworkers from supervisor)

Dear [department name] team:

I am delighted to announce that [new employee's name] is joining our department as [job title of new employee] on [start date]. Please do everything you can to make them feel welcome.

Please make a point of welcoming [new employee's name] to our department on their first day.

Sincerely,

[Supervisor Name] [Supervisor Title]