

Pre-Arrival:

- Schedule time to spend with new hire the day/week of arrival.
- Arrange training schedule (who, what, when; customize as necessary or create separate schedule).
- Prepare workspace for new hire.
- Provide your new hire with start time, where to report on first day, and information to bring on first day.
- The HR Service Center will contact 8-Help and provide them with the new hire's information. A member of the IT staff will follow-up with the hiring manager to ensure access is granted and computer training is provided.

Arrival:

First Day/Week:

- Introduce new hire to staff/provide tour of facility.
- Discuss mission, vision and goals of university, VP unit, and department.
- Review position description with new hire and discuss role expectations and responsibilities.
- Create and post an internal announcement about the new hire.
- Select an employee on your team to become a buddy/mentor to the new hire.
- Discuss organizational chart and share culture and history of the department.
- Discuss vacation/sick days, holidays, hours of work, flexible scheduling, attendance call off procedures, dress code, etc.
- Explain office equipment (phones, computer, printer, etc.), office procedures, internet and phone policies.
- Provide staff directory, order office keys, building keycards, business cards, etc.
- Ensure the new hire has all materials necessary to perform their job and explain how to order supplies.
- Ask new hire to review online New Employee Orientation and answer any questions that may arise.
- Schedule meetings with key contacts and units.
- Review safety/emergency procedures (Buckeye Alert).
- Discuss probationary period (CCS employees only).
- Review any other orientation materials (customize as necessary).
- Schedule any required trainings – **examples:**
 - Ethics Training (**required** – provided quarterly in the Innovation Lab at Stores & Receiving Bldg)
 - Institutional Data Policy Training (online at Carmen.osu.edu)
 - Benefits Forum and Retirement Forum held at Gateway once a month
- Contact HR Service Center if new hire will need access to HR Action or approval access in eTime and eLeave.

Post-Arrival:

First Month:

- Meet with new hire to discuss training and answer any questions
- Review position description and establish objectives in conjunction with the completion of the [Performance Planning and Review](#) document.
- Ensure employee has all necessary materials and is becoming familiar with campus.

First Quarter:

- Schedule first coaching session and discuss progress on performance goals and role expectations.
- Share initial feedback, comments, and concerns and ask for feedback on orientation/on-boarding process/peer-mentor.

First Year:

- Evaluate progress on objectives, discuss performance, and develop goals for the following year.