

Recruiting top talent takes time and effort. Protect your investment by providing new employees with an effective onboarding experience that makes them feel welcomed and valued.

The onboarding process solidifies the new employee's relationship with ASU. It will ignite their enthusiasm and sets the stage for a long-term positive relationship.

**Start with the fundamentals—the four C's the ASU way.**

<b>Compliance</b>	Teach new employees the basic legal policy-related rules and regulations. Provide a tour of their work environment and assist with new-hire compliance forms.
<b>Clarification</b>	Ensure new employees understand roles and responsibilities. Provide tools and resources needed to be successful in the new position.
<b>Culture</b>	Provide employees with a sense of broad organizational norms – both formal and informal.
<b>Connection</b>	Help your new employee become familiar with organizational leadership, their role within the organization and employee networks such as Staff Council.

These suggested pre-onboarding new hire checklists are tips for the first day and during the first week.

**Two weeks before the first day**



- Ask the new employee to submit a [new hire packet](#) and complete a Form I-9 employment eligibility verification before their first day of work.
- Contact the new employee to do a check-in and to answer any inquiries.
- Clean and prepare a workspace with office supplies and equipment.
- Develop an orientation plan for the employee. Include job descriptions, performance standards, and department resources needed to accomplish assigned duties and tasks.
- Mail or email a welcome letter to the new employee as soon as the offer is accepted.
- Order a name badge or nameplate for the office or cubicle. Ask the employee's name preference.
- Prepare a schedule of job-specific and department-specific learning activities that the new employee will complete with team members during the first two weeks.
- Register the new employee to attend orientation via ASU Career EDGE. The hiring point of contact is responsible for registering the new employee. An employee's job data must be active in PeopleSoft for registration to occur in Career EDGE. Contact [LWD@asu.edu](mailto:LWD@asu.edu) for details.
- Review and complete the [hiring and selection](#) action items.

**Day one: ASU New Employee Orientation**



Benefits-eligible employees have three options to participate in new employee orientation. Hiring managers or a department learning administrator (DLA) has to register a new hire in advance for orientation through [Career EDGE](#).

**In-person**

Orientation is at [University Center A, Suite 105, Tempe campus](#). Check-in is from 7:30 to 8:44 a.m. New employees receive a free two-week parking permit upon check-in for Lot 55.

**Zoom**

Individuals must have Zoom installed on their computers. [Visit Zoom at ASU](#) for details. The Zoom link is live 15 minutes before the start time. This option is not a hybrid presentation that syncs with the in-person orientation.

**Self-paced curriculum**

This self-paced curriculum is recommended for non-benefits eligible employees to include student workers. Your hiring manager may enroll you in advance, or you may self-enroll to access Career EDGE. Use your ASU credentials to self-enroll. [Visit ASU New Employee Orientation, Self-paced curriculum](#) to participate.

Contact the [Career EDGE support team for additional details](#).

## Day one: Team introductions and workplace tours



- Be available or designate a team member to greet the new employee upon arrival. Show them their workstation and provide a college or department tour. Tours should include essential locations—breakrooms, nearest restrooms and emergency exit.
- Check in throughout their first day.
- Confirm that the new employee has submitted payroll forms and completed an I-9 verification.
- If possible, decorate the new employee's desk with welcome signs or offer an ASU gift to the new employee.
- Introduce the new employee to coworkers, team members and key leaders.
- Provide the new employee with a comprehensive, well-organized reference binder containing information about the college or department, name of team members, an organization chart, norms and job description. Take the time to review the overall contents of this binder with them.
- Review [SPP 801: Employee Conduct and Work Rules](#) with the new employee. Discuss work schedule and hours, policy for reporting absences or tardiness, overtime policy, code of conduct, dress code and safety and emergency procedures. Explain specific responsibilities of the job.

## First week



The first week should focus on ensuring the new employee is invested in the culture and reinforcing the value you see in them.

- Ask the employee to complete the [recognition worksheet](#).
- Discuss your leadership style. For example, whether you prefer email versus phone, an open door versus scheduled meetings. Consider sharing your views on empowerment and risk-taking, your approach to career development and skill or knowledge development.
- Enlist team members to train the new employee college or department-specific tasks and activities.
- Ensure that the new employee has reviewed the benefits and mandatory training. Confirm with the employee that they can access these items via My ASU, Career EDGE, etc.
- Familiarize the new employee with ASU's charter and goals, and explain how your college or department aligns with them.
- If budget allows, consider having a mid-morning break with coffee or lunch to let the new employee socialize with others.
- Inform the new employee to self-enroll in the [Get Yourself Onboarded at ASU](#). You are providing tools and resources to help them onboard.
- Provide a new employee survival kit. Include items such as campus maps, retail and restaurants surrounding the campus, cheat sheet of acronyms, a welcome note and gift, etc.
- Provide tools needed to do their job effectively. Ask how their work area can be effective for them.
- Review primary duties and answer questions. Clarify standards and expectations, and discuss how performance will be measured and reviewed.
- Wrap up every day by taking a few minutes to ask the new employee how things are going.

Onboarding is critical to integrate an employee into our culture. It is a way to ensure that they are successful and have all the resources to be effective, autonomous and productive employees.

Call 480-965-5089 or email [LWD@asu.edu](mailto:LWD@asu.edu) for details about onboarding or download the new employee orientation [checklist and resource guide](#).