University of Houston Clear Lake

BEFORE THE EMPLOYEE'S START DATE

Outcomes: *This is a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel "settled in" on their first day.*

Schedule and Job Duties

- ❒ Call employee:
    - o Express welcome & anticipation for their start date
    - o Confirm start date, time, place, parking, dress code, etc.
- ❒ Add regularly scheduled meetings (e.g. staff and department) to employee's calendar.
- ❒ Prepare employee's calendar for the first two weeks.

Socialization

- ❒ Email department/team/functional area of the new hire. Include start date and employee's role.
- ❒ Set up meetings with critical people for the employee's first few weeks.
- ❒ Arrange for lunch with the appropriate person(s) for the first day and during first week.
- ❒ Contact the office of Orientation & New Student Programs to schedule a campus tour.

Work Environment

- ❒ Put together welcome packet from the department and include: job description, welcome letter, contact names and phone lists, etc.
- ❒ Clean the work area and set up cube/office space with supplies.
- ❒ Order office or work area keys through the UHCL Police Department.
- ❒ Add employee to relevant email lists.

Technology Access and Related

- ❒ Order technology equipment (computer, printer, etc.) and software if necessary.
- ❒ Arrange for access to common drives, any role-specific software, and coordinate PeopleSoft role authorizations through payroll.
- ❒ Arrange for phone installation/update.

Training/Development

- ❒ Confirm tentative NEOP date with Human Resources.
- ❒ Arrange pertinent trainings required for the job if necessary.

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FIRST DAY

Outcomes: *The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.*

Schedule, Job Duties, and Expectations

- ☐ Clarify the first week's schedule and confirm required and recommended training.
- ☐ Provide an overview of the functional area – its purpose, organizational structure, and goals.
- ☐ Review job description, outline of duties, and expectations.
- ☐ Describe how employee's job fits in the department, and how the job and department contribute to the division and the university.
- ☐ Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, hoplidays, etc. Explain any flexible work policies or procedures.

Socialization

- ☐ Be available to greet the employee on the first day.
- ☐ Introduce employee to others in the workplace.
- ☐ Take employee out to lunch or host in the department.

Work Environment

- ☐ Show employee the eServices PASS System.
- ☐ For non-exempts, show the new employee how to clock in and out.
- ☐ If the employee will be a TRAM approver, arrange for proper approval access through payroll.
- ☐ Arrange for employee to retrieve any office keys from UHCL PD and ensure they received their employee ID card from Human Resources.
- ☐ Discuss transportation and remind employee to purchase parking permit.
- ☐ Provide department or building-specific safety and emergency information.
- ☐ Take employee on an office/building tour.
- ☐ Explain how to get additional supplies.

Technology Access and Related

- ☐ Provide information on setting up voicemail.
- ☐ Provide UHCL Branding guidelines for signatures and documentation.

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FIRST WEEK

Outcomes: *New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.*

Schedule, Job Duties, and Expectations

- ❐ Give employee their initial assignment. (Make it something small and doable.)
- ❐ Debrief with employee after they attend initial meetings, attend training, and begin work on initial assignment. Also touch base quickly each day.
- ❐ Provide additional contextual information about the department and organization to increase understanding of the purpose, goals, and initiatives.
- ❐ Explain the annual performance review and goal-setting process.
- ❐ Review the process related to the probationary period.

Socialization

- ❐ Arrange for a personal welcome from the unit leader.

Technology Access and Related

- ❐ Ensure employee has fully functioning computer and systems access and understands how to use them.
- ❐ Show employee the UCT Website so they can explore available services and support options.
- ❐ Order business cards and name plate.

FIRST MONTH

Outcomes: *Employee is cognizant of their performance relative to the position and expectations; continues to develop, learn about the organization, and build relationships.*

Schedule, Job Duties, and Expectations

- ❐ Schedule and conduct regularly occurring one-on-one meetings.
- ❐ Continue to provide timely, ongoing, meaningful "everyday feedback."
- ❐ Elicit feedback from the employee and be available to answer questions.
- ❐ Explain the performance management process and compensation system.
- ❐ Set performance and professional development goals.

Socialization

- ❐ Continue introducing employee to key people and bring them to relevant events.
- ❐ Arrange for employee to take a campus tour (if not already completed).

Training and Development

- ❐ Ensure employee has received invitation for Human Resources New Employee Orientation.
- ❐ Ensure employee is signed up for necessary training.

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FIRST THREE MONTHS

Outcomes: *Employee is becoming fully aware of their role and responsibilities, beginning to work independently and produce meaningful work. They continue to feel acclimated to the environment, both functionally and socially.*

Schedule, Job Duties, and Expectations

- ❒ Continue having regularly occurring one-on-one meetings.
- ❒ Meet for informal three-month performance check-in.
- ❒ Continue giving employee assignments that are challenging yet doable.
- ❒ Discuss appropriate flexible work options.

Socialization

- ❒ Have employee "shadow" you at meetings to get exposure to others and learn more about the department and organization.
- ❒ Have a check-in with the employee and buddy.
- ❒ Take employee out to lunch (or host in your department), and have informal conversation about how things are going.

Training and Development

- ❒ Ensure employee attended a New Employee Orientation session.
- ❒ Ask if needed training is completed.
- ❒ Provide information regarding ongoing Training & Development opportunities through Human Resources, USA, CE, etc.

FIRST SIX MONTHS

Outcomes: *Employee has gained momentum in producing deliverables, has begun to take the lead on some initiatives, and has built some relationships with peers as go-to partners. Employee feels confident and is engaged in new role while continuing to learn.*

Schedule, Job Duties, and Expectations

- ❒ Conduct six-month performance review.
- ❒ Review progress on performance goals and professional development goals.

Socialization

- ❒ Create an opportunity for employee to attend or be involved in an activity outside of his/her work area.
- ❒ Meet with employee and buddy at the end of their structured buddy-relationship. Discuss how things went and what else would be helpful for the employee.