



Division Onboarding Process

The Division of Student Affairs recognizes the importance of supporting the success and integration of new employees into their roles and the College community, with a particular emphasis on the first months in their new role. The successful onboarding of an employee is dependent on the shared efforts of the supervisor, Human Resources, and the employee.

The focus of the Division's onboarding process should include:

- Creating a positive new hire experience for the employee, Division, and College
- Aligning the new employee with the institutional and departmental goals and plans
- Defining responsibilities and expectations
- Accelerating the time it takes for the new employee to become productive
- Long-term relationship building

The onboarding process begins as soon as an employee accepts a position and will continue through their first year of employment.

In order to help you orient your new employee, we have created and collected resources to get you started!

- As soon as possible after your employee accepts, refer them to the Division's "New Staff Information" page: <http://studentaffairs.cofc.edu/new-staff-information>.
- Review the *Supervisor Information* for the following resources:
 - **Division Onboarding Checklist** - Create an individualized onboarding checklist for your new employee, as an addendum to existing College checklists provided by HR. This checklist should be used for all new employees* in your department, regardless of whether they were previously employed in another department at the College or another part of the Division, as each department/office may have unique policies, procedures, or processes. You will find both a PDF version and a customizable Word document.
 - **Announcement to the Division** - SALT members will be responsible for communicating the start date for the new full-time employees, *both permanent and temporary*, in their respective departments to the EVP, Social Sub-committee, and the Division. See the sample email that could be sent out Division-wide.
 - **30/60/90-Day Check-In** - Since the onboarding process extends throughout the first week/month, review the sample questions for ideas about what you may want to discuss at each check-in. Feel free to add your own questions and ideas!
 - **Sample letter for candidates/new hires (coming soon!)** - There will be a sample 1-page letter available, which outlines the on-boarding process, specifically written for candidates.
 - **HR's Supervisor Toolbox** - information provided by Human Resources. This information includes resources for the hiring process from start to finish.
 - **Welcome to the Division Materials** - The packet of information will include a welcome letter from the EVP, an organizational chart, and a map of locations of Student Affairs offices across campus. This packet will be available from Susan Hartman in the Stern Center, third floor in the Student Affairs suite.

These resources may also be utilized with potential new employees (candidates) participating in the interview process.

*This is not intended for student employees, graduate assistants, resident assistants, or residence hall directors.