MANAGER’S GUIDE TO WELCOMING NEW HIRES

PRIOR TO EMPLOYEE’S FIRST DAY (PLAN FOR SUCCESS)

☐ Ensure that all Workday processes are successfully completed and that the employee completed Onboarding in Workday
☐ Set up resources (identify work area, order supplies, and set up workstation – computer, phone, etc.)
☐ Create training plan, prepare employee’s first assignment, and establish goals and schedule for their first week
☐ Contact employee to confirm first day details (schedule, orientation – if attending*, parking, directions and workspace location)
  *Orientation at Human Resources is required for applicable AMP/SP/Faculty hires
☐ Prepare welcome packet for employee (may include information on department, staff directory, workspace keys, business cards, process manual, campus map, etc.).
☐ Inform department of new hire (include start date, employee’s role, etc.) and arrange meetings with critical staff members

EMPLOYEE’S FIRST DAY & WEEK (WELCOME & ESTABLISH EXPECTATIONS)

☐ Be available to greet employee on their first day*. If attending Orientation, accompany employee to designated Orientation location
  *Parking information will be provided during Orientation. For non-line hires, please refer employees to Parking and Transportation [http://www.fau.edu/parking/permits.php]
☐ Make sure employee submits required I-9 documents to Human Resources on their first day
☐ Provide welcome packet, introduce to department, ensure all workspace needs are met, and provide overview of department goals and organizational structure
☐ Review schedule requirements (sick leave, vacation requests, etc.), probationary period – if applicable, policies and procedures, job description, responsibilities, and training plan
☐ Take the employee to lunch and on a tour of the campus and department

ADDITIONAL RESOURCES (SUPPORT & INFORM)

☐ For information on the hire process, employee benefits, appraisals, onboarding, and HR updates, please visit: [http://fau.edu/hr/]
☐ View maps of FAU's campuses here: [http://www.fau.edu/about/campuses.php]
☐ OIT Help Desk (to submit tickets): [https://helpdesk.fau.edu/TDClient/Home/]
☐ Employee Assistance Programs: [https://www.fau.edu/hr/benefits/providers.php]
☐ For information and questions regarding Payroll, visit: [http://www.fau.edu/controller/payroll/index.php]
☐ Review FAU’s Attendance and Leave policies here: [http://www.fau.edu/hr/employee_relations/attendance-and-leave.php]