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# MANAGER'S GUIDE TO WELCOMING NEW HIRES

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## PRIOR TO EMPLOYEE'S FIRST DAY (PLAN FOR SUCCESS)

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- 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

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## EMPLOYEE'S FIRST DAY & WEEK (WELCOME & ESTABLISH EXPECTATIONS)

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- 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

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## ADDITIONAL RESOURCES (SUPPORT & INFORM)

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- 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](http://www.fau.edu/hr/employee_relations/attendance-and-leave.php)