Onboarding is the process of integrating your new employee into the UCOP and organization and the UCPath department.

Employees decide within the first 30 days if they feel welcome and research shows that taking the time to provide introductions, tools, resources and knowledge increases employee effectiveness and job satisfaction; ultimately makes them more successful, which leads them to stay longer.

By following the recommended steps below, you will help drive one of the key initiatives outlined in the UCOP Workforce Plan for retention by providing an environment that keeps employees motivated, engaged and productive.

Pre-Boarding

Preparing to Welcome the New Employee
- ❑ Send a welcoming phone call or email congratulating the new employee
- ❑ Notify your team of the new employee's scheduled arrival and provide a brief description of their relevant skills/experience
- ❑ Make arrangements for a virtual welcome reception
- ❑ Schedule virtual introductions with key stakeholders

First Week

Greeting Your New Employee
- ❑ Virtually greet the new employee at the end of the first day
- ❑ Host a virtual welcome reception and introduce the new employee to fellow team members. Helpful hint: Consider a welcoming activity

Getting Started with the New Employee
- ❑ Review their schedule for the first week
- ❑ Clarify expectations and job responsibilities
- ❑ Note any required training that they will need and show them how to access the Learning Center
- ❑ Encourage any questions about policies and procedures

Technology Overview and Resources
- ❑ Provide an overview of department equipment, applications, and systems
- ❑ Review UCPath SharePoint
- ❑ Review Communication modes: Slack, Zoom, Outlook, etc.
- ❑ Direct employee to the Learning Center for ergonomics training and assessment

Standard Operating Procedures
- ❑ Review Work/lunch/break schedules
- ❑ Review timekeeping expectations - absence requests/reporting, overtime
- ❑ Discuss professional standards, office etiquette, ethics, and general UCOP/UCPath culture

Role Specific Information
- ❑ Discuss employee's job role and responsibilities
- ❑ Review employee's training plan – include mandatory and on-the-job training and how to request training
- ❑ Review Mission, Vision Statement & Principles of Community

Start Exploring
- ❑ Check on progress regarding initial learnings and training needs
- ❑ Review performance expectations and goal-setting process
- ❑ Provide details of any award or recognition programs
- ❑ Review parameters related to the employees' probationary period
- ❑ Review Organizational Structure (e.g., strategic plan, goals, organization chart, key stakeholders, reporting relationships: Department and Division)

Socialization & Work Environment
- ❑ Encourage having a virtual lunch with a coworker
- ❑ Hold a "Check-In" meeting with employee at the end of the week to discuss progress and address questions
- ❑ Schedule regular one-on-one meetings to provide performance feedback, address questions, and ensure continued building of knowledge
- ❑ Encourage employee to explore UCOP's Employee Resource Groups and Affinity Groups

Within 90 days

Review and clarify performance objectives and expectations
- ❑ Make sure employee understands role and responsibilities; ensure development of team and business relationships
- ❑ Ensure timely opportunities for feedback and development

Continue to monitor performance and provide feedback

- ❑ Maintain regular one-on-one meetings to provide performance feedback, address questions, and ensure continued building of knowledge
- ❑ Provide increasingly challenging projects as appropriate so employee can develop skills and you can assess employee's skills
- ❑ Continue to identify milestones, completion dates, and success measures
- ❑ Acknowledge and recognize accomplishments and milestones

Support and Resources

- ❑ Ensure employee has needed support and resources
- ❑ Provide training, as needed, to help employee understand internal systems and operating practices and obtain information and skills required for job performance

Within 180 days (PSS employees)

Probationary Period

- ❑ Conduct final probationary review with employee at the end of a six-month probationary period making sure that you ask employee for feedback
- ❑ Congratulate employee on passing the probationary period