MONTANA STATE UNIVERSITY

**Division of
Student Success**

Division-Wide Onboarding Process

What should the first day look like?

ASSIGN NEW EMPLOYEE A FIRST WEEK "BUDDY"

This can be someone from EAR, a fellow employee, or the employee's supervisor. Much like during an on-campus interview, this person will be responsible for showing the new employee around, and will be the point person for first week questions.

BALANCE INFORMATION AND INVOLVEMENT

While the first day is the best day to get started on training, avoid information overload. Create opportunities for breaks, hands-on learning and activities, and low-stress meetings.

INTRODUCTION TO OFFICE SPACE & CO-WORKERS

workspace ready, introductions to co-workers, supervisors. Email is set-up, ID is approved to employee can apply for CatCard, computer login is set-up and ready, name-plate ready, email configured onto computer, phone is set-up (and VM instructions are handy), add them to division listserv and grant appropriate software permissions.

CAMPUS TOUR

either facilitated by EAR or office, including potential walk to CatCard office, UPD, gym to talk about logistics of employment/benefits

PAPERWORK CHECKLIST & OFFICE CULTURE DISCUSSION

Discussion of training, HR paperwork, and job description, including due dates, paperwork requirements, office and university culture, dress-code, schedule, time-sheet.

LUNCH WITH OFFICE, OR MSU REPRESENTATIVE

Lunch with the office is preferred, but EAR can also step in. Great opportunity for employee to feel more comfortable in position by casual get-together on first day.

DIVISION EMPLOYEE PANEL

Panel of employees within the division, facilitated discussion on what each office does, and how this new employee is expected to interact with each office employee.

SUPERVISOR + EMPLOYEE MEETING

Discussion about expectations of supervisor and employee. Flexible meeting, but resources are available to quiz employee on "management preference/employee type", and future projects should also be discussed. (**Bonus:** send employee questions ahead of time for a more thoughtful discussion)