Onboarding At-A-Glance

1.) Provide candidates with a clear picture of the duties and responsibilities that the position entails. Be positive and enthusiastic about the role, while maintaining an honest and accurate representation of the department.

2.) Contact the new employee ahead of time to discuss arrival time and location and dress code.

3.) Have the new hire's workstation prepared. All equipment and supplies should be available and presentable on their first day.

4.) Ensure that all new hire paperwork is complete. Payroll information should be submitted as early as possible to ensure accurate pay. Additional documents such as Personal Data Form, Voluntary Self-Id form and W-4 should be completed by employee and submitted. I-9 verification should take place within first three days of hire.

5.) Be prepared for the employee's first day. Greet them as they come in, introduce them to their colleagues and take them on a tour of the School. If possible, take them out to lunch. Escort them or have someone from the department escort them to the Franklin Building to obtain a Pennkey and Penn ID.

6.) Schedule time for regular meetings to see if they have the tools they need to be successful in their job, access to necessary systems, and are signed up for the trainings required.

7.) Provide constructive criticism and establish expectations and goals. Discuss the Introductory Review.

8.) Encourage the new employee to sign up for a mentor to acclimate to the University, School and department culture.

9.) Lead by example and inspire pride regarding the department's mission.

10.) Continue to develop the employee by providing professional development opportunities, encouraging them to attend conferences, trainings, and participation on committees. On-going feedback will allow the new employee to learn and grow in his/her position.