



## PROCEDURE: New Hire Onboarding Partner

### Day One

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Here are some ideas on how to create a connection:

- HR will send an email to e-introduce the new employee and the onboarding partner
- Greet the new employee in their workplace and introduce yourself in person
- Provide the new employee your contact information and office location

### Week One

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Have a quick get-to-know-you session with the new employee over coffee. Some ideas for things you might discuss:

- Learn about their work experience, hobbies, and goals
- Share with the employee your role & how long you have been at Reed
- Share your favorite locations near campus (coffee, restaurants, etc)

### Week Two

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Introduce the new employee to your team and review campus amenities such as:

- Give an introductory tour around your office for the new employee to meet everyone
- Take the new employee out for lunch. Stop by HR to pick up vouchers for Commons
- Explain about any employee perks, wellness programs, cultural events, etc

### Week Three

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Continue introducing the new employee to others on campus:

- Invite the new employee to your team meeting. Ask each team member to briefly explain their role and responsibilities to the new employee to learn more about your department.
- Invite the new employee to lunch with you and a coworker

### Week Four

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Partner with the new employee to attend an event on campus such as:

- Attend a campus event together such as All Staff Meeting, campus party or retirement party. Introduce them to others at the event.
- Discuss opportunities for engagement and if interested, potentially agree on one or more for the new employee to explore (e.g. fitness classes, lectures, research presentations, affinity groups, committee opportunities)

### Ongoing

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Support the new employee as they get to know Reed by:

- Ensure open communication between the two of you



## **PROCEDURE: New Hire Onboarding Partner**

- Consider meeting monthly for lunch or coffee for the first 6 months.
- Help with answering questions or pointing new hire in the right direction
- Act as an informal information resource on policies and procedures
- Encourage them to bring their authentic self to work