



New Employee Onboarding Checklist

Directions: This checklist is designed to assist with the department's orientation process. Onboarding is a long-term process that begins before an employee's start date and continues for at least six months. This Checklist is organized chronologically and helps hiring managers prepare for the arrival of new employees. Once an employee starts, they too can work together with the hiring manager and an onboarding peer* to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee's area. Internal transfer employees may omit items that are not applicable.

*An onboarding peer is a peer to the new employee who can assist in the onboarding process and be a "go-to" person as directed by the manager.

Pre-Arrival

- ☐ Print out New Employee Onboarding Checklist, review and customize; review Orientation and Review Period Policy at <http://www.northwestern.edu/hr/policies-forms/policies-procedures/index.html>
- ☐ Confirm offer letter sent to new employee either by Human Resources or Hiring Manager
- ☐ Call to officially welcome the new employee to NU after confirmation of acceptance
- ☐ Provide new employee with a contact in the event of a question or issue
- ☐ Create an onboarding schedule for new employee; sample: <http://www.northwestern.edu/management-administration/academic-administration/sample-onboarding-schedule.html>
- ☐ Assign onboarding peer* for new employee's first two months on the job
- ☐ Schedule new employee to attend New Employee Orientation, Part 1 within the first two weeks of start date. No advance registration required. [Find upcoming sessions](#)
- ☐ Send temporary parking permit to new employee (before hired into the PARS system). A permanent parking permit can be obtained from the parking office once a new employee is hired into the PARS system.
For Evanston, please call 847-491-3319. For more information, visit www.northwestern.edu/ug/parking
(To obtain a temporary parking permit, bring a memo on Department/School/Northeastern University letterhead indicating the new employee's department, position title and start date to the Parking Services Office)
For Chicago, please speak to your department Parking Administrator or call the Parking Office at 312-502-1133. For more information, visit <http://www.usc2northwestern.edu/undergrad/undergraduate/parking>
- ☐ Set up computer, phone, log in password, office supplies, office keys, etc.
- ☐ Send an announcement via email to the department announcing the new hire and start date

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Onboarding Checklist For New Employees Northwestern University

George B. Bradt, Mary Vonnegut



Onboarding Checklist For New Employees Northwestern University:

Managing Sport Facilities Gil Fried, Matthew Kastel, 2021 Managing Sport Facilities Fourth Edition With Web Study Guide draws theory and application into an engaging practical guide for effectively managing a sport facility Topics include building design and construction operations marketing legal issues finance and event management *New Employee Orientation Training* Karen Lawson, 2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF *Effective Onboarding* Norma Davila, Wanda Pina-Ramirez, 2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company s onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that s right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today s talent development practitioners Each book in the series is written for trainers by trainers and

offers a clear step by step path to solve real issues A Road Map for Onboarding Managers Sharlyn Lauby,2014-09-02 Few organizations have manager onboarding programs but they are key to equipping managers with the tools they need to be successful from day one In A Road Map for Onboarding Managers Sharlyn Lauby details how proper onboarding prepares managers to start their role confident engaged and better able to serve as an employee coach and mentor both of which are critical to an organization s bottom line This issue of TD at Work identifies why managers need their own onboarding program outlines a step by step process for developing a manager onboarding program offers a checklist for a new manager buddy program provides a template for developing a new manager onboarding program *Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent* Brenda Hampel,Erika Lamont,2011-07-15 THE RIGHT PHRASE FOR EVERY SITUATION EVERY TIME Getting new employees up and running with the company is a highly challenging process For true success you need to have full command of the most appropriate language for the task *Perfect Phrases for New Employee Orientation and Onboarding* contains hundreds of ready to use phrases for transitioning employees into their new roles You ll learn how to home in on employee engagement support the building of work relationships and deliver constructive feedback This handy quick reference guide provides effective language for Getting the most out of meet and greet meetings Defining company culture and employee expectations Coaching new employees with onboarding challenges Collecting onboarding feedback Onboarding a diverse workforce

Onboarding George B. Bradt,Mary Vonnegut,2009-08-27 A guide to getting new employees recruited oriented and productive FAST Onboarding a growing trend in the business community is a focused methodology that gets people in new roles up to speed quickly and efficiently This book guides you through a process that enables you to recruit orient and enable your new employees to get the job done Learn how to inspire and encourage your new employees to deliver better results faster George Bradt and Mary Vonnegut s *Onboarding* helps ensure that your new employees are productive and efficient from day one You ll learn how to help them assimilate into your corporate culture and accelerate their learning Onboarding is one of the hottest trends in business This is the first book about onboarding George Bradt is a leading speaker and consultant and the author of *The New Leader s 100 Day Action Plan* For business leaders and managers who want well trained responsive efficient and effective employees *Onboarding* helps you get the best from your new employees **Creative**

Onboarding Programs: Tools for Energizing Your Orientation Program Doris M. Sims,2010-10-15 Revised expanded and up to the minute the leading guide to serving the modern organization s onboarding needs It s a challenge overlooked by many The need to bring recent hires into the fold smoothly effectively and rapidly And in this state of the art multi phased guide to integrating new employees into an organization Doris Sims longtime HR and onboarding guru again redefines the expectations of what effective HR training and succession management can do for your business Fully updated with new case studies of best practices from successful companies *Creative Onboarding* is the edge your business needs The most complete

resource for helping employees do their best work from the minute they first walk in the door this book delivers an arsenal of high end strategies and skills including Activities and checklists to help focus your onboarding efforts Advice on designing and implementing programs for employees at any level that mesh with existing organizational cultures The latest tools technologies that create programs with impact Ways to measure results and make positive adjustments on the fly In today s hyper competitive business environment seamless onboarding is an absolute necessity And Creative Onboarding puts within easy reach the benefits of improved retention and performance along with drastically reduced HR related overhead Topics covered include Designing New Employee Onboarding Companies Who Do it Right New Tools and Technologies to Make Your Program Fun and Memorable Onboarding New Managers Onboarding FAQs and more Successful Onboarding: Strategies to Unlock Hidden Value Within Your Organization Mark Stein,Lilith Christiansen,2010-06-21 CAPTURE THE ONBOARDING MARGIN WITH THE 4 PILLARS OF SUCCESSFUL ONBOARDING Bringing a new employee on board can be the start of a rewarding relationship or the beginning of a missed opportunity This smart book can teach you how to make the most of each employee s career starting on Day One Daniel H Pink author of DRIVE and A WHOLE NEW MIND This book has the potential to change the way that we think about new hires and what is possible from the group With the instruction provided you can migrate onboarding from the administrative to the strategic and deliver far greater value for your enterprise Betty Thompson Senior Vice President People Services Booz Allen Hamilton People are a company s most important asset Successful Onboarding makes the case for the importance of effective onboarding in setting up employees for success Stephen Squeri Group President Global Services and Chief Information Officer American Express Company Hiring employees is the biggest investment most organizations make Understanding how to make sure that investment sticks is what onboarding is about and Successful Onboarding shows you how to do it right Peter Cappelli Director of the Center for Human Resources The Wharton School The University of Pennsylvania author of TALENT ON DEMAND Fact 1 3rd of all external hires are no longer with the organization after 2 years What can you do about it In a word onboarding although poorly understood subject to narrow definitions and with limited best practice understanding or management rigor Consultants Mark Stein Former Group Vice President Corporate Resources Enbridge Inc Successful Onboarding could easily be titled Maximizing Your ROI If you adopt the authors perspective and follow the best practices they present your organization will get the greatest possible return on its investment in new talent Stein and Christiansen s work will shift your focus from activities to results Scott Eblin Eecutive coach and author THE NEXT LEVEL WHAT INSIDERS KNOW ABOUT EXECUTIVE SUCCESS An approach to transforming your organization s onboarding process from a one time transaction to a sustained and integrated employee experience that drives performance and engagement right out of the gate Matt Motzkin Director Organizational Development Disney ABC Television Group A comprehensive and highly practical guide to the critical but underappreciated practice of onboarding new employees The authors make a convincing business case for strategic

onboarding and then outline a step by step process for a positive and enduring outcome Max Stier President and CEO Partnership for Public Service *Onboarding for Business Success* George Bradt and Mary Vonnegut,2014-08-20 Skillful onboarding is essential to getting your employees off to a great start from day one but organizations too often take a sink or swim approach to new staff In this issue of TD at Work George Bradt and Mary Vonnegut give readers a better approach by sharing what they ve learned from their experiences onboarding senior leaders Onboarding for Business Success explains what onboarding is and why it fails so often The authors share stories of successful and unsuccessful onboarding efforts And they provide a step by step process for bringing new employees onto a team whether they are new to the company or just new to the role This issue includes an explanation of when onboarding is needed a 100 day plan for recruiting and orienting new employees a simple recruiting brief template an employee acquisition plan **New Employee Orientation and Onboarding Processes at County XYZ** Ashley G. Xiong,2018 A poor or non existent orientation and onboarding process not only affects the organization in a monetary value but also in productivity and performance for several years The cost for a poor or non existent new employee orientation is 37 billion total for the United States and the United Kingdom Vernon 2012 Onboarding a new hire successfully will improve transition in the workplace and will lead to employee engagement County XYZ has grown to 700 employees With this growth comes a change in the way that new hires complete orientation and onboarding The purpose of this study was to provide recommendations on improvements that could be made to County XYZ s orientation and onboarding of new hires The findings from the study indicate numerous recommendations that will allow County XYZ to provide new hires a process that will engage prepare and retain employees **The Total Onboarding Program** George B. Bradt,Ed Bancroft,2010-10-11 Help New Recently Hired Employees Hit the Ground Running The Total Onboarding Program is a comprehensive step by step guide to successfully integrating new hires into an organization For the first time there is a road map for those who help new leaders develop their own road maps during the onboarding process Any organization that wants to increase its return on human capital needs to utilize the specific best practices so clearly described in this invaluable new resource Ben Dattner adjunct professor of Organizational Psychology New York University and founding principal of Dattner Consulting LLC The Total Onboarding Program provides training and HR professionals with a detailed approach for bringing new and recently promoted employees up to speed and productive in half the usual time In this Facilitator s Guide set George Bradt author of The New Leader s 100 Day Action Plan and Ed Bancroft share a complete training package of proven tools techniques and tricks of the trade that help organizations reduce hiring or promoting risk and increase retention rates identify and avoid the most prevalent landmines that derail new hires and develop an onboarding framework that can be consistently deployed in any organization Based on years of experience working with Fortune 500 companies the authors techniques will inspire and enable new employees to deliver better results faster Their program presents the core concepts of onboarding alignment acquisition accommodation assimilation and

acceleration and includes agendas worksheets and slides for five meetings and 11 workshops ranging in time from two hours to two days so you are completely prepared to present the program to teammates

Improving the New Hire Experience Through the Development of Human-centered Onboarding Practices Sarah B. Colvin, 2023 The first year of employment is a critical time that significantly impacts new hire perceptions of the organization and their level of engagement This experience commonly referred to using the term onboarding is the complex process of facilitating the new hire s adjustment to the organization and providing them with a clear understanding of their role within it Karambelkar Klein et al 2015 This time also significantly determines whether the new employee will ultimately choose to remain with the organization The new hires who perform at the highest level and deliver optimal outcomes expect that their organization see them as valued partners and that genuine interest is taken in who they are as multidimensional people with lives outside work Caldwell Peters 2018 For many organizations this critical time is squandered with the focus being on employee assimilation and routine checklists versus understanding the new hires unique skills and needs In this participatory action research study the author used a mixed methods approach and three stage exploratory design process to co create a human centered onboarding process The goal was to ensure that new hires have the resources and interactions necessary to perceive role clarity a sense of belonging and psychological safety The researcher developed a Taxonomy of Love in Onboarding as the framework to develop both the survey and focus group questions and to guide the data analysis and subsequent program development The primary research question asked whether a semi structured onboarding process can be designed to reciprocally meet the organization s goals while providing new hires with all necessary elements to perceive belonging contribute to the organization s success and recognize their safety to challenge norms and express alternate opinions Compared to traditional onboarding processes which typically focus on the needs of the organization this study placed the new hires at the center of the process The research and outcomes demonstrate how the taxonomy and human centered design process yield outcomes that first serve the people a necessary component for the people to be enabled to truly engage with the organizational mission and vision

Successful New Employee Orientation Jean Barbazette, 1994-03-28 Create a dynamic effective orientation program The most common complaints about a new employee orientation are that it is boring and overwhelming or that nothing happens and the new person is left to sink or swim The result is often a confused new employee who is not productive and is more likely to leave the organization within a year Your orientation needs to be a planned welcome that reaffirms your hiring decision Use this bestselling resource to meet orientation objectives such as Provide critical information and resources in a timely manner Make the new employee independently productive quickly Teach essential safety and job skills and more Successful New Employee Orientation will help you design or revise an orientation program that is effective and full of variety It offers a wealth of suggestions and includes myriad checklists examples sample letters activities and evaluation forms A CD ROM with presentation slides and

customizable forms is also included Even if you re a novice these user friendly materials will help you create a vibrant orientation program that will make your new hires feel welcome and give them the resources they need to be confident when they start their new jobs Launching New Employees Noha A. Andrios,2014 Head Municipalities of Duhok a governmental office in northern Iraq has experienced continuous growth over the last decade leading to an increase in employment Without an onboarding training program receiving new employees and having them perform efficiently has become a challenge that reduced the organization s overall performance Hence the focus of this study was two fold first to identify best practices supported by literature and second to design an effective onboarding training program that creates a positive experience and equips the new employee with skill knowledge and ability to be productive in the organization **Creative New Employee Orientation Programs** Doris M. Sims,2001-11-01 This volume has everything an HR professional needs to put together a customized orientation program that communicates to new employees what they need to know about the company in a lively memorable format The book contains practical ideas and solutions that HR pros can customize to meet their own company s orientation needs no matter the size of the company or the geographical distribution of employees and locations Also included are dozens of best practices in employee orientation from leading companies checklists worksheets and creative games developed by senior HR professionals from many organizations Sample games include Company Policy Scavenger Hunt and Employment Law Hangman

Unveiling the Magic of Words: A Report on "**Onboarding Checklist For New Employees Northwestern University**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Onboarding Checklist For New Employees Northwestern University**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

<https://letsgetcooking.org.uk/files/uploaded-files/fetch.php/R31%20Skyline%20Service%20Manual.pdf>

Table of Contents Onboarding Checklist For New Employees Northwestern University

1. Understanding the eBook Onboarding Checklist For New Employees Northwestern University
 - The Rise of Digital Reading Onboarding Checklist For New Employees Northwestern University
 - Advantages of eBooks Over Traditional Books
2. Identifying Onboarding Checklist For New Employees Northwestern University
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Onboarding Checklist For New Employees Northwestern University
 - User-Friendly Interface
4. Exploring eBook Recommendations from Onboarding Checklist For New Employees Northwestern University
 - Personalized Recommendations
 - Onboarding Checklist For New Employees Northwestern University User Reviews and Ratings
 - Onboarding Checklist For New Employees Northwestern University and Bestseller Lists

5. Accessing Onboarding Checklist For New Employees Northwestern University Free and Paid eBooks
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 - Onboarding Checklist For New Employees Northwestern University eBook Subscription Services
 - Onboarding Checklist For New Employees Northwestern University Budget-Friendly Options
6. Navigating Onboarding Checklist For New Employees Northwestern University eBook Formats
 - ePub, PDF, MOBI, and More
 - Onboarding Checklist For New Employees Northwestern University Compatibility with Devices
 - Onboarding Checklist For New Employees Northwestern University Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Onboarding Checklist For New Employees Northwestern University
 - Highlighting and Note-Taking Onboarding Checklist For New Employees Northwestern University
 - Interactive Elements Onboarding Checklist For New Employees Northwestern University
8. Staying Engaged with Onboarding Checklist For New Employees Northwestern University
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Onboarding Checklist For New Employees Northwestern University
9. Balancing eBooks and Physical Books Onboarding Checklist For New Employees Northwestern University
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Onboarding Checklist For New Employees Northwestern University
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Onboarding Checklist For New Employees Northwestern University
 - Setting Reading Goals Onboarding Checklist For New Employees Northwestern University
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Onboarding Checklist For New Employees Northwestern University
 - Fact-Checking eBook Content of Onboarding Checklist For New Employees Northwestern University
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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