

# New Associate Onboarding

# Manager's Checklist for New Associate Onboarding

Below is a big picture view of all the elements on the eTalent Manager's Checklist for New Associate Onboarding.

Please complete the Activity in eTalent.

<b>A. Big Picture Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enterprise mission</li> <li><input type="checkbox"/> Company information</li> <li><input type="checkbox"/> Department goals</li> <li><input type="checkbox"/> Department management and organizational chart</li> <li><input type="checkbox"/> Department's major clients</li> </ul>	<b>B. Position Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job description and salary grade</li> <li><input type="checkbox"/> Where position fits in the big picture</li> <li><input type="checkbox"/> Job-related resources</li> <li><input type="checkbox"/> Introduction to team members</li> </ul>	<b>C. Logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work station, keys, and equipment</li> <li><input type="checkbox"/> Coat rack/locker</li> <li><input type="checkbox"/> Shared equipment and supplies</li> <li><input type="checkbox"/> Inter-office mail</li> <li><input type="checkbox"/> Restrooms</li> </ul>
<b>D. Reporting Information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hours, core hours, overtime</li> <li><input type="checkbox"/> Attendance expectations</li> <li><input type="checkbox"/> Company holidays</li> <li><input type="checkbox"/> Lunch period</li> <li><input type="checkbox"/> PTO/leave requests/ funeral leave</li> <li><input type="checkbox"/> Call-in procedures</li> </ul>	<b>E. Building and Amenities: Tour</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Café 400</li> <li><input type="checkbox"/> Associate Services</li> <li><input type="checkbox"/> Health Services</li> <li><input type="checkbox"/> Vending/kitchenette</li> <li><input type="checkbox"/> Fitness Center</li> <li><input type="checkbox"/> Guilford Institute</li> </ul>	<b>F. Professionalism</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional attire</li> <li><input type="checkbox"/> EEO policy</li> <li><input type="checkbox"/> Smoke-free/drug-free environment</li> <li><input type="checkbox"/> Use of cell phones</li> </ul>
<b>G. Technology</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overview of intranet Share and discuss the Associate Resources site. If new hire is a manager, share and discuss the Manager Resources site.</li> <li><input type="checkbox"/> Overview of file drives</li> <li><input type="checkbox"/> Voicemail set-up</li> <li><input type="checkbox"/> Company directory and extensions</li> <li><input type="checkbox"/> Outlook calendars and signature block</li> <li><input type="checkbox"/> Key software and technology</li> <li><input type="checkbox"/> IT Service Desk: (513) 629-1998</li> </ul>	<b>H. Safety and Security</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> ID badge and building access</li> <li><input type="checkbox"/> Escort service to parking garage</li> <li><input type="checkbox"/> Use of company technology</li> <li><input type="checkbox"/> Use of lounge computers/ phones</li> <li><input type="checkbox"/> Visitors in the workplace</li> <li><input type="checkbox"/> Protecting sensitive customer information</li> </ul>	<b>I. Emergencies</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Security: (513) 629-1122</li> <li><input type="checkbox"/> Fire exits, rally &amp; roster, warden</li> <li><input type="checkbox"/> Shelter in place</li> <li><input type="checkbox"/> Business continuity plan/phone tree</li> <li><input type="checkbox"/> Emergency info/weather alerts hotline: (513) 629-1900</li> <li><input type="checkbox"/> Injuries/accidents – Health Services: (513) 629-1391 and Security: (513) 629-1122</li> </ul>
<b>J. Concerns</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sexual harassment: contact manager or HR</li> <li><input type="checkbox"/> Workplace violence: contact Security</li> <li><input type="checkbox"/> Counseling: contact Health Services</li> <li><input type="checkbox"/> Ethics training and hotline</li> </ul>	<b>K. Employee Self Service</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register (on intranet)</li> <li><input type="checkbox"/> Input to e-TIME</li> <li><input type="checkbox"/> Update personal information</li> <li><input type="checkbox"/> View pay information</li> </ul>	<b>L. Next Steps</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training plans</li> <li><input type="checkbox"/> Lunch companions for first weeks</li> <li><input type="checkbox"/> New associate policy training resources (below)</li> <li><input type="checkbox"/> New manager training suite</li> </ul>
<b>M. Performance Management</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete New Hire Goal Planning task in eTalent.</li> <li><input type="checkbox"/> Complete New Hire Development Planning task, with competency assignment, in eTalent.</li> <li><input type="checkbox"/> Discuss the feedback tool, interim review, and annual review processes.</li> <li><input type="checkbox"/> If appropriate based on role, review the structure and content of PMM folder(s)</li> </ul>		
<b>N. New Associate Policy Training Resources</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All associates – Complete the New Associate – Welcome Curriculum in eTalent.</li> <li><input type="checkbox"/> All associates – Complete the New Associate – Compliance Curriculum in eTalent.</li> <li><input type="checkbox"/> All associates – Complete the New Associate Suite – W&amp;SFG Foundations Curriculum in eTalent after 6 months with the organization</li> <li><input type="checkbox"/> Relevant departments – Complete Computer Equipment User agreement and Information Security policy.</li> <li><input type="checkbox"/> Relevant departments – Complete anti-fraud training within 90 days.</li> </ul>		