

PROCEDURE: New Hire Onboarding Partner

Day One

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

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

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

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

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

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

- Ensure open communication between the two of you

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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