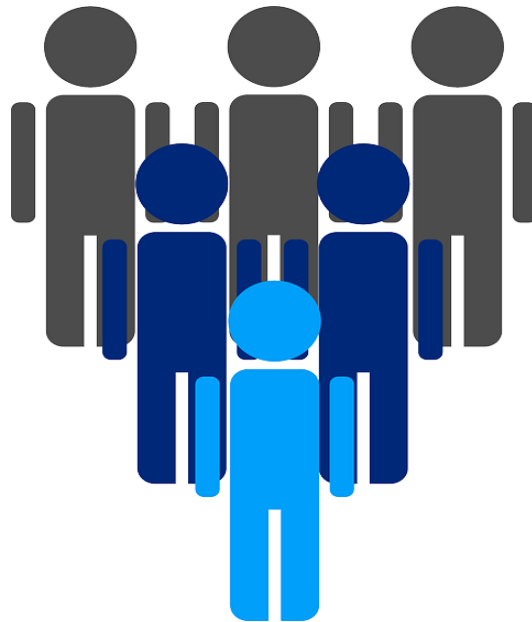




Engaging New Staff at Bentley A Manager's Guide to Onboarding



INTRODUCTION

The process of onboarding begins as soon as the employee accepts an offer and can extend well into the first year of employment, depending on the role. The value of conducting quality onboarding of an employee into their new work environment cannot be underestimated for many reasons, including:

- Ensures that the new employee feels welcomed, supported, informed, prepared;
- Helps assimilate employee into Bentley and the department;
- Increases employee's productivity, satisfaction and retention;
- Influences the employee's attitude toward Bentley;
- Saves time and other resources later on;
- Affirms that employee made the right choice in Bentley;
- Communicates expectations and standards, and is the first step in managing performance.

The initial onboarding is performed by the HR team and consists of paperwork completion, benefits enrollment (if applicable), and new staff orientation. The forms completion typically occurs in the HR office on or before the employee's first day.

	<p>The HRIS Administrator will send your department's Key User a New Hire email (cc to you) that provides instructions for arranging the technical set-up for the employee, such as telephone, computer, systems access, keys, etc.</p> <p>The Manager's Checklist for New Team Members (see link below) is designed as a guide for managers to follow during the first few weeks at Bentley.</p>
BENEFITS ENROLLMENT AND NEW STAFF ORIENTATION	<p>All benefits-eligible employees are invited to a Benefits Orientation and Enrollment meeting as close to the first day of employment as possible. This meeting typically lasts 60-90 minutes, and should be built in to the departmental onboarding schedule. The new employee receives notification of the date and time of this session in the offer letter.</p> <p>All regular (not temporary) employees are also invited to attend the New Staff Orientation program, held every other month. This program is designed to orient new employees to University programs, policies and services while also providing an opportunity to meet other new members of the Bentley community.</p> <p>Some of the information shared in the Orientation includes:</p> <ul style="list-style-type: none"> • Organizational structure and history • Mission, vision, values • Academic profile, faculty and student make-up • What we are proud of, and perks on campus <p>Orientation is a three-hour event, and we encourage all managers to ensure the new employee attends the program.</p>
DEPARTMENT ONBOARDING	<p>All benefits-eligible employees are invited to a Benefits Orientation and Enrollment meeting as close to the first day of employment as possible. This meeting typically lasts 60-90 minutes, and should be built in to the departmental onboarding schedule. The new employee receives notification of the date and time of this session in the offer letter.</p> <p>All regular (not temporary) employees are also invited to attend the New Staff Orientation program, held every other month. This program is designed to orient new employees to University programs, policies and services while also providing an opportunity to meet other new members of the Bentley community.</p> <p>Thorough departmental onboarding is an investment in time, but it is a valuable one for you to make, and is a key first step toward effectively managing performance. Onboarding is an important</p>

	<p>first step for all employees in the department, and the true strategic process of onboarding starts with you.</p> <p>Note: Hiring managers sometimes have the incorrect understanding that new employees in higher level positions require less onboarding than others. This is not the case, and often more senior employees require more onboarding given that their roles require more connections as relationships are established across the campus.</p> <p>The most effective way to ensure that your new employee's onboarding, especially in the first two to three weeks, is to schedule the individual's time. The schedule should include time alone for the employee to review policies, procedures, etc., as well as meetings with departmental and other university staff.</p> <p>If you expect that you will not be available to give the new employee sufficient time, or just as a matter of good practice, you can assign a member of your team to act as a "buddy." This employee should be knowledgeable and committed to Bentley, and should exhibit behaviors in keeping with the Bentley values and culture.</p> <p>In addition to an onboarding schedule, the following Checklist is intended to guide you through the onboarding steps:</p> <ul style="list-style-type: none"> • <u>Manager's Checklist for New Team Member</u>
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