Six Guiding Principles of Onboarding

1: Engage new employees early and often
- As soon as a new employee is hired, and even before their official first day, connect the new employee to SJC.

2: Onboarding is a continuous process which occurs over time (Pre-arrival through the 1st year).
- Onboarding new employees into our organization is a process, not a one-time event; it needs to extend beyond a one-day orientation program.

3: Leaders play the most important role.
- The relationship between the leader and an employee is one of the most significant in an employee’s work life. Orientation at the department level is the most important part of the onboarding process. When leaders take time to create a strong process and meet with new employees frequently to discuss issues and guide that person’s integration, employee productivity and retention is higher. A thorough onboarding process creates loyalty and long-term commitment.

4: Deliver the most important information first.
- Employees need to know what impacts them individually and to feel secure on a personal level before they can look to the needs of the organization.

5: Facilitate the process of socialization.
- Connection to other new employees and other team members is a critical piece of the onboarding process.

6: Provide early exposure to leadership.
- A positive and motivating message is sent to a new employee when a leader takes the time to speak to him/her; it helps strengthen the connection to the College.