



# **NEW HIRE ONBOARDING**

---

## **Leader Guide**

# NEW HIRE ONBOARDING

## GUIDE FOR LEADERS



Pre-Arrival

First Day  
and Week

First 30  
Days

First 90  
Days

### Pre-Arrival

Congratulations - you have a new hire ready to join the team! You can help your new hire start strong if you have the environment ready ahead of time. Here are some tips:

1. **Before the start date, contact your new hire, welcoming him/her to the team.** (If there a long period between the offer and the start date, stay in regular contact.) Find out the name he/she prefers to go by. This may be a good time to send information about San Jacinto College, such as links to the mission, vision, values and strategic goals, and links to your department web page.

*Note:* HR will notify your new hire to come to District on the first day at a specified time.

2. **Notify your work group about the new team member,** noting background and experience. Consider notifying other departments who may work closely with this person.
3. **Arrange for the work space and work tools** to be ready prior to the start date. This may include:
  - Cubicle or office space
  - [Keys](#) and/or access cards
  - Supplies
  - Business cards, if applicable
  - Name badge, if applicable
  - Welcome sign
4. **Arrange for technical needs** to be ready prior to start date. This may include:
  - Computer/laptop
  - Software and system access (some access may require training first)

*Note:* Follow your hiring leader instructions in Cornerstone to set up network access.

5. **Prepare an agenda for the first day and first week.** This might include:
  - 1:1 time with you to review the job description, initial goals and performance expectations, leave time requests, office hours, appropriate dress, etc.
  - Scheduled time to complete new hire tasks (parking tag, ID badge, compliance training, etc.)
  - Appointments with team members, or others that will interact often with your new team member. Consider adding time with a team member who can answer basic questions for the first week if you are not available.
  - A campus tour
  - An organized lunch/team lunch for first day (*optional*)
  - Time at the end of the first day and week to debrief the experience so far

## First Day and Week

It won't take long for a new hire to form an impression of San Jacinto College and your department. This is your opportunity to provide a positive initial experience, facilitate a clear understanding of the role and expectations, and begin to coach and develop them as they start their work in your department.

One of the most lasting impressions new hires have of their department and new team is how they are treated during their first day/week on the job. Here are some tips:

- **Be ready to greet your new hire once he/she has finished at District.**
- **Show them their workspace.**
- **Introduce them to their new team.**
- **Discuss the first day and first week agendas.**
- **Explain the process to take all required training.** New hires are required to complete mandatory training curricula in Cornerstone.
- **Review the job description and expectations.** Discuss performance expectations of the role, initial goals, and how those goals connect to department goals and San Jac goals. Over the next few weeks, those performance goals can be refined and added into the new hire's IPP in Cornerstone.
- **Keep your calendar open and make yourself available.** Your new hire will have questions and will look to you as a solid resource for assistance. If you need to be out of the office for a time, be sure they know who to contact with questions.
- **Schedule a team lunch or reception.** Ideally, your team would have the opportunity to have lunch, or come to a reception for their new team member.

## First 30 Days

Your role as their leader and coach is vital. Encourage and support your new hire through this process. With a good amount of support, clear expectations and meaningful work, your new hire will begin to feel connected.

Within the first 30 days, **schedule time to review your new hire's Top 5 Strengths** (from the CliftonStrengths Assessment), share your Top 5 and ask them about areas they would like to target for development. (The CliftonStrengths Assessment is provided to all full-time administrators, staff and faculty, and to part-time employees upon leader request.)

**Build rapport** with your new hire. Schedule regular 1:1 meetings to provide opportunity for discussion and to check on performance progress. [Leader Link](#) has coaching guides on various topics to provide some structure for your conversations.

**Confirm that they have completed online compliance or other role-based training.** New hire curricula can be accessed through the Cornerstone learning catalog. Contact [Cornerstone Support](#) for more information.

### Performance Management

During their **first 90 days**, your new hire (full-time only) should be introduced to the **Performance Management Process** and the dates of the performance year. Resources for navigating Cornerstone Performance can be found on the HR website and in Cornerstone.

Work together on their **Key Performance Indicators (KPIs)**, explain how those differ from their job description duties, and how their KPIs connect to the department's goals and San Jac's strategic goals. [Leader Link](#) has KPI and S.M.A.R.T. goal guides to create strong and purposeful KPIs.

Explain how the San Jacinto College **values** are our behavioral standards and are integrated into the performance management process.

New leaders should be introduced to the San Jac **leadership competencies**, how they integrate into performance, and how to add them into a KPI.

## First 90 days

### Checking In

See the next page for a **conversation guide** about your new hire's first 90 days.

### SJConnections

New **full-time staff and administrators** are required to attend an onboarding session called **SJConnections**. This is offered on a quarterly basis. For more information about SJConnections, please contact Jennifer Clark at [jennifer.clark@sjcd.edu](mailto:jennifer.clark@sjcd.edu).

New **full-time faculty members** will attend New Faculty Academy (NFA) during their first semester. For more information about NFA, please contact Martha Robertson at [martha.robertson@sjcd.edu](mailto:martha.robertson@sjcd.edu).

**Part time faculty and staff** are not required to attend in-person orientation. However, part-time faculty are required to complete an online part-time faculty orientation in Cornerstone. For questions about part-time faculty training requirements, contact Martha Robertson at [martha.robertson@sjcd.edu](mailto:martha.robertson@sjcd.edu).

## Conversation Guide: 90-Day Check In

New Hire:

Date:

How are things going in your new position? How was your onboarding experience?

What more do you need in terms of resources or training?

How have your team members been helpful? Can anything be improved?

How has your role met (or not met) your expectations?

Talk about your workload (balance, comfort level, etc.). How could it be improved?

How would you assess your progress so far?

Describe opportunities you have had to learn and grow. What else would you like to have available?

Do you have any questions? Is anything unclear at this point?

Is there anything you would like to discuss, something I may not have thought to ask?