

## PROCEDURE: New Hire Onboarding Partner

### Day One

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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

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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

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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

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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

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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

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

- Ensure open communication between the two of you

## **PROCEDURE: New Hire Onboarding Partner**

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