

**OBERLIN**  
COLLEGE & CONSERVATORY

# On-Boarding Guide for Supervisors







**Joseph Vitale, Jr.**  
**Chief Human Resources Officer**

As Chief Human Resources Officer, I congratulate you on your new hire! To help your new employee feel as prepared, informed and work-ready as possible, we have prepared this guide to assist you with a smooth and successful on-boarding experience.

As a supervisor, you play a key role in providing a welcoming, collegial, and professional environment. Preparing for the employee's arrival and making sure they have the resources, training, and knowledge to succeed are key components in this process.

When such preparation, planning and continued oversight are present for new employees, the result is a more connected employee who feels genuinely welcomed, included, has a greater understanding about the culture and their role within the college, and is more likely to stay and contribute to our ultimate goal of making Oberlin an inclusive workplace and a great place to teach, learn, work and grow. If at any time you have additional questions or require assistance, please contact the Department of Human Resources.

## Prepare

- ☐ Plan to meet with HR to review any changes to the position description; budgeted compensation; etc
- ☐ Assess the position to ensure it is updated and meets the needs of your department
- ☐ Have the requisites (*i.e. knowledge, skills and abilities*) changed over time that are needed to ensure the employee's success
- ☐ Consult with HR regarding a market compensation analysis to ensure the salary level is appropriate



This guide is intended to help managers hire a new employee. If you have any questions, contact the Department of Human Resources.

Email: [human.resources@oberlin.edu](mailto:human.resources@oberlin.edu) / Phone: 440-775-8430

# 1 How do I hire a new employee?

## Review the current job description.

Think about new responsibilities and any duties that are no longer relevant. Once the job description has been updated, send it to Human Resources for filing. Consult with your department head about the salary range for this position. It is recommended for salaried positions that you consult with HR for a market analysis. Once you've established a job description and a salary range, you can proceed by requesting a new employee through PeopleAdmin. If you've never accessed PeopleAdmin before, please find and complete the authorization form on Blackboard in [PeopleAdminSupport](#).

## Request a new employee through PeopleAdmin.

Send the job description and FOAP information to your administrative assistant or the designated individual to enter into the PeopleAdmin system. After entering the basics, your designated individual will route the job posting to you, as the hiring manager, to enter the salary information and verify the posting is accurate. The posting will continue through the approval process.

When the posting reaches the Employment Operations Rep (Recruiter) it will undergo final review and be posted to the Oberlin College Applicant Portal at <https://jobs.oberlin.edu/> and also post to the external sites requested.

## Review applicants, select and interview candidates.

After the job has been posted, you will be able to view all applications through PeopleAdmin. Once the position posting window has closed, review all applicants and select the candidates you would like to interview. If a search committee is part of the search, the process differs. Search committees are generally used for faculty searches. This process will be directed by the Dean's Office.

## Schedule and conduct interviews.

Schedule and conduct interviews for desired candidates.

## Select a candidate

If you've found a candidate you would like to hire, follow the [Hiring Managers Guide](#) to complete the process, create an offer letter for signature by Div/Dept Head, and forward to candidate for acceptance. Contact Employment Operations Recruiter for assistance. Remember to close the posting in order to notify other applicants.

# The Importance of an Effective Departmental Orientation

Effectively orienting new employees to the campus and to their positions is critical to establishing successful, productive working relationships.

The employee's first interactions with you should create a positive impression of your department and the campus.

The time you spend planning for your new employee's first days and weeks in their new role will greatly enhance their experience and institutional commitment.

An effective orientation will:

- Foster an understanding of the campus culture, its values, and its diversity
- Help the new employee make a successful adjustment to their new position
- Help the new employee understand their role and how it fits within the institution
- Help the new employee achieve critical objectives and help with their learning curve
- Help the new employee develop a positive working relationship by building a foundation of knowledge about campus mission, objectives, policies, organizational structure and functions

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## What should I do before my new employee arrives?

### **Communicate with your existing staff.**

Notify everyone in your unit of the new employee's start date and their role in the department. Arrange for everyone to welcome the employee when they arrive, and guide them around the office space while introducing them to their new work associates.

### **Identify a mentor for your employee.**

Identify a campus mentor for your new employee. Talk with the mentor about your employee's role and the ways in which as a mentor, they can aid in the employee's success at Oberlin.

### **Prepare the work area.**

- Make sure the employee's work location is clean, organized and stocked with supplies.
- Address the employee's technology needs as well as any other special equipment necessary for their role. Desktops and Laptops are ordered through CIT. Make an appointment with CIT to ensure your new hire receives their computer on the first day.
- Provide training for their phone use, access to Overview, access to Banner, etc.
- Complete an account request form so they may access their electronic accounts on the first day. (Email set up is handled by HR)
- Request any keycards or keys the employee will need.

### **Provide position description, standards, and office structure.**

Ensure your new hire has a copy of their job description; job performance standards; campus organization chart; and your department's organization chart.

### **Create an orientation plan.**

Create an orientation plan for the employee. Include the key people the employee should meet; important campus locations; and other information specific to your department. Prioritize that information and decide when to introduce it. Prepare a schedule for your new hire's first couple of weeks.



## Checklist

### BEFORE HIRING

- ☐ Review the current job description.
- ☐ Request a new employee through PeopleAdmin.

- ☐ Review applicants and select interview candidates.
- ☐ Schedule and conduct interviews.
- ☐ Select a candidate.

### BEFORE THE EMPLOYEE ARRIVES

- ☐ Communicate with existing staff.
- ☐ Identify a mentor.
- ☐ Prepare the work area.
- ☐ Prepare job description, org charts, pertinent info.
- ☐ Create an orientation plan and training schedule.
- ☐ Order new computer or laptop.
- ☐ Request system access.
- ☐ Contact phone office

### ON THE FIRST DAY

- ☐ Give a warm welcome.
- ☐ Tour office and make introductions.
- ☐ Provide required keys.
- ☐ Assist with computer set-up login, systems.
- ☐ Get a parking pass.
- ☐ Review safety procedures.
- ☐ Consider taking employee to lunch.
- ☐ Introduce employee to their mentor.
- ☐ Review job description and policies.
- ☐ Obtain Oberlin ID card.
- ☐ Explain timekeeping; leave requests; etc.

### IN THE FIRST WEEK

- ☐ Review responsibilities with employee.
- ☐ Share expectations
- ☐ Meet with employee and mentor.
- ☐ Begin training

### IN THE MONTHS

- ☐ Performance appraisal after 30-60-90 days
- ☐ Employee expectations—check in
- ☐ Continued feedback for the new hire

### IN FIRST YEAR

- ☐ Celebrate your new hire's employment anniversary
- ☐ Review the first year with a performance appraisal

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## What should I do after my new hire starts?

**First Day:** Ensure your new hire reports to Human Resources to complete all necessary paperwork; benefits enrollment; etc. The HR web page also has a number of helpful guides and documents that can assist in acclimating your new hire to campus.

- NewHire On-Boarding Guide: [https://www.oberlin.edu/sites/default/files/content/office/human-resources/documents/2021/newemployeeonboardingguide\\_employee.rev.11.9.21.pdf](https://www.oberlin.edu/sites/default/files/content/office/human-resources/documents/2021/newemployeeonboardingguide_employee.rev.11.9.21.pdf)

**Divisional Orientation:** Divisional orientations can be very helpful and cover division-specific procedures and structures. This is also an opportunity to introduce the new hire to divisional leadership peers and aid them in understanding the goals of the division.

**Departmental Orientation:** Departmental orientations are intended to be specific to each department. These can cover office procedures and rules that may not be covered in the divisional orientation. It is important to consider what they need to know about their new office to aid them in a successful on-boarding experience.

Additional information can be found on the HR website about acclimating new employees to campus:

- Campus Welcome: <https://www.oberlin.edu/human-resources/jobs/new-hire-information/campus-welcome>

**Safety Information:** Communicate safety information such as evacuation route(s) and procedures; emergency protocols; and general office and campus safety information. Current information can always be found here:

- Campus Safety: <https://www.oberlin.edu/campus-safety>
- Environmental Health & Safety: <https://www.oberlin.edu/facilities-operations/divisions/ehs>

**Performance Appraisals:** It is highly recommended that supervisors consult with HR to create 30-60-90 day appraisals that can aid the new hire in feeling confident about their performance after assuming their new role with the college. This exercise will also increase the prospects for a successful first year of employment and a higher level of understanding of the divisional and institutional priorities that the new hire should focus upon.

**Training:** There are many training opportunities available for new hires to the college. Time should be scheduled to offer in-office training for departmental-specific systems and/or procedures. Some of these can include training in Banner; Overview; Credit Card use; DiSC assessments; and many more. It is recommended that supervisors consult with HR for current opportunities.