

# **Employee Onboarding**

A Guide for Managers & Supervisors

**Berenice Macías**

Human Resources Assistant Sr.

Human Resources &

Staff Development Division



# Objectives

- ❖ What is Employee Onboarding?
- ❖ Why is Onboarding Important?
- ❖ Recommended Best Practices
- ❖ Keys to Success
- ❖ Preparing for the New Hire
- ❖ Onboarding Coordinator
- ❖ The Supervisor's Role

# What is New Employee Onboarding?

- ◆ Introducing new employees to the Department's policies/procedures, culture and job requirements.
- ◆ First Impression of the Workplace
- ◆ Organizational Socialization
- ◆ Bridge between Selection & Productivity



# Levels of Onboarding



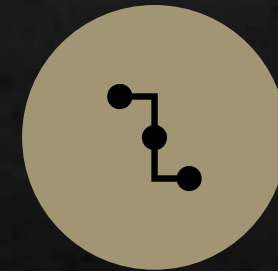
COMPLIANCE



CLARIFICATION



CULTURE



CONNECTION

# Why is Onboarding Important?



Higher job satisfaction



Better job performance



Greater organizational commitment



Significant reduction in stress



Positive working relationships



Minimizes turnover & reduces hiring costs

**Key  
Stakeholders**

**Human  
Resources**

**Hiring  
Managers**

**I. T.**

**Finance/Payroll**

**Admin.  
Assistants**

# Keys to Success

- ◆ Understanding the Process
- ◆ Communication Strategies
- ◆ Social Integration
- ◆ Peer Support
- ◆ Organizational Knowledge
- ◆ Consistency





# Preparing for the New Employee

- ◆ Stay Connected
  - ◆ Be available for questions
  - ◆ Send necessary information
- ◆ Provide critical first day information, such as: parking, where to report, what to wear, what to bring, what to expect, lunch options, etc.
- ◆ TCJPD Welcome Packet



# “TCJPD Welcome Packet”



CONTENTS	
<b>NEW EMPLOYEE ORIENTATION</b> Live session providing new hires an overview of TCJPD as well as our polices and procedures	<b>04</b>
<b>05</b>	<b>TRAINING ACADEMY</b> 3-week event to ramp new hires into their roles and provide a foundational understanding of juvenile probation concepts and expectations
<b>BENEFITS INFORMATION</b> Guidance for signing up and accessing the Employee Self-Service portal	<b>06</b>
<b>07</b>	<b>DIRECTIONS AND CAMPUS MAP</b> Travel routes, locations of buildings within the campus, and access point details
<b>COVID-19 SAFETY</b> Guidelines for safety while working in TCJPD facilities during the coronavirus pandemic	<b>10</b>
<b>11</b>	<b>EMPLOYEE REFERRALS</b> Invitation to assist with filling other roles within TCJPD and building our team

# Onboarding Coordinator



- ◆ Each Division should have a designated Onboarding Coordinator
- ◆ Create a schedule for the first few weeks or months.
- ◆ Make yourself available
- ◆ Tour of the Facility

# The Supervisor's Role



---

Set early performance expectations

---

Provide early performance feedback

---

Regular communication

---

Establish a checklist

# New Employee Success Plan

- ◆ Determine the top four position-specific knowledge/skills.
- ◆ Determine what success looks like for a new hire after the first 30 days / 90 days / 6 months.
- ◆ Set standard goals for all new hires entering your Division.





**Remember!**



Good Supervisor is a  
powerful motivator

