



ASUN Operating Procedure – 5006

Operating Procedure Synopsis

Title: New Hire Onboarding

Approval Date/Revision Date(s): 4/2018

Review Date(s): 7/2019, 7/2020, 7/2021, 7/2022

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Director of Human Resources

A. Purpose and Scope

Arkansas State University Newport seeks to attract, hire and retain the highest quality applicants. To support this effort as well as to promote consistency in our practices the following procedure has been established as a guideline for the onboarding of faculty and staff. The New Hire Onboarding procedure will be used as a guideline for onboarding all full-time positions.

B. Definitions

Hiring Manager: The direct supervisor of a new hire.

C. Procedures

The following checklist is designed to assist with the department’s orientation process. Onboarding is a long-term process that begins before an employee’s start date and continues for at least six months. This checklist is intended to assist hiring managers prepare for the arrival of new employees. Once an employee starts, he/she can work together with the hiring manager to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee’s area. Some items that are not applicable to internal transfers and part-time hires may be omitted.

Pre-Arrival

Who Initiates

HR will initiate the offer approval workflow with the desired salary and start date. Workflow as follows: Controller, Executive Cabinet Member, Chancellor, and HR.	Human Resources
Confirm a verbal offer has been made to the candidate and an electronic offer letter has been sent to the successful candidate	Human Resources
Confirm receipt of signed offer letter from the successful candidate and notify all other candidates the position has been filled.	Human Resources
Call to officially welcome the new employee to ASUN after confirmation of acceptance and send the ASUN resource and acronym guide	Human Resources/Hiring Manager

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Create an onboarding guide for new employee	Human Resources
Request network userid and password and provide instructions on how to access sharepoint and email accounts. (including active directory permissions and signature block)	Human Resources/Information Technology Services
Send onboarding guide to new employee for completion and initial training.	Human Resources
Order business cards and name tab through Procurement by downloading the form, link is provided through the onboarding checklist.	Human Resources
Coordinate the acquisition and installation of any position specific software needs, office keys, and put in a maintenance work order for the assigned office space.	Human Resources/Information Technology Services
Coordinate the set-up of computer, phone (w/passcode), printer, office supplies, fuel code, electronic fax, etc.	Human Resources/Information Technology Services

1st Day

Who Initiates

Go to HR office on the Newport Campus at 9:00 a.m. to complete New Hire Orientation and I-9 verification. Directory photo will be taken during Orientation.	Employee
Remind new employee to complete the online benefits enrollment within the first 31 days of employment.	Human Resources
Publish contact information to the directory and update organizational chart, send a "New Faces" announcement via email to the College announcing the new hire.	Human Resources
Provide standing committee information to the new employee.	Human Resources
Discuss policies and procedures.	Human Resources
Visit the Library and obtain Faculty/Staff ID Badge.	Human Resources
Provide new employee with welcome gift.	Human Resources
Department Onboarding	
Provide agenda for first day.	Hiring Manager
Introduce to co-workers and assign a buddy	Hiring Manager
Distribute assigned keys to office areas	Hiring Manager
Discuss procedures for scheduling time off and unexpected absences	Hiring Manager
Review appropriate attire for workplace or lab	Hiring Manager
Give a department tour (place to hang coat, washroom, water fountain, vending machine, pantry/kitchen, refrigerator, emergency exit, parking space)	Hiring Manager
Arrange a welcome lunch for new employee	Hiring Manger
Provide syllabi, text book information (if applicable).	Hiring Manager

1st Week

Who Initiates

Order uniforms through Procurement Department (870) 512-7849 (if applicable). Review travel and procurement procedures.	Hiring Manger/Director of
Purchase Requisition Training (if applicable)	Director of Process Innovation
Performance Management Training (if applicable)	Human Resources

Communicate Job Expectations and Review Departmental Procedures	
Review job responsibilities and expectations	Hiring Manger
Review performance feedback and appraisal process using ASUN's Performance	Hiring Manager
Review department's mission, strategy, values, functions, policies and procedures; organization of the department; critical members of the department; departmental staff directory, department calendar, confidentiality of information; emergency regulations, health and safety training	Hiring Manager

1st Month

Who Initiates

Enroll for benefits online within 31 days of hire date	Employee
Review and clarify performance objectives and expectations after the first month	Hiring Manager
Set up brief meeting with department's head (Director, Dean or Vice Chancellor)	Hiring Manager

During First 120 Days

Who Initiates

Attend Oz Accountability workshop.	Employee
Review and discuss the staff member's performance objectives	Hiring Manager

D. Related Information

[ASUN Acronym Guide](#)