



# **New Employee Onboarding Guide for Supervisors**



## INTRODUCTION

Dear Supervisors:

We are excited that you are adding new talent to the incredible faculty and staff of the Rutgers School of Nursing. As we continue to grow as an organization it is imperative that we evolve with the needs of our current and future colleagues.

To create a more positive and consistent experience for employees, the School of Nursing is changing how its employees join the Rutgers family.

The true purpose of this guide is to help facilitate a welcoming that is representative of the great school that we are. Onboarding a new employee is not a one-time event – it is a process. This process will be made simple and will not consume a large amount of your time but is extremely important in the future success of your employee.

All regular employees – full-time and part-time- should be oriented to the SON. Even temporary and student employees and volunteers should be provided with an appropriate introduction to the department and to their jobs.

Supervisors should review this guide and establish minor differentials based on the type of position. This booklet will function as a general guide and will not cover all specific items that may relate to a position.

We appreciate your time and commitment to making the School of Nursing an outstanding learning environment and an employer of choice.

### TOPICS AND CHECKLIST INCLUDE:

- Prior to Start Date:
  - Human Resources/Payroll
  - IT/Facilities
  - Departmental Preparation
  - Initial Communication
- Start Date/ First Day
  - First day
  - Introduction

## EMPLOYEE SUPERVISOR GUIDE

In an effort to create a lasting positive effect on your new hire and ensure all logistics are in place for your newest team member, we have provide you the following checklist.

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### IMMEDIATELY FOLLOWING OFFICIAL OFFER/ACCEPTANCE

- Contact Office of Faculty and Staff Resources concerning:
  - Offer Letter
  - Payroll and I-9 Processing
    - [johanna.stephenson@rutgers.edu](mailto:johanna.stephenson@rutgers.edu)
- Complete New Employee Processing Form (Attached to this Email)
- Inform Mentoring Committee Chair of new faculty hire

### 1 WEEK PRIOR TO EMPLOYEE START DATE – SUPERVISOR RESPONSIBILITIES:

- Confirm the status of and or completion of the following with IT/Facilities:
  - [sntechsupport@ca.rutgers.edu](mailto:sntechsupport@ca.rutgers.edu)
  - [ch796@sn.rutgers.edu](mailto:ch796@sn.rutgers.edu)
  - Cleaned work area and set up office space
    - Name plate, work area keys
  - Computer/software needs met
    - SPSS, Exam Soft, relevant technology, etc.
  - Inclusion on e-mail list and directory
  - Phone installation
    - (names to be changed on the phone lines prior to employee start date)
  - Access to network and email
- Arrange internal department meetings with key staff members
- Arrange meeting with new employee and supervisor with Business Office to discuss accounting needs and systems approval
  - Faculty: meet to discuss processing of reimbursements and purchasing
  - Staff: meet with supervisor and staff to discuss appropriate approvals and business training
    - [peraltmc@sn.rutgers.edu](mailto:peraltmc@sn.rutgers.edu)
    - [gsalva@sn.rutgers.edu](mailto:gsalva@sn.rutgers.edu)

### EMPLOYEE START DATE – SUPERVISOR RESPONSIBILITIES

- Ensure you or a designated staff member is there to greet the employee upon arrival
- IT/Facilities will provide technology orientation (*office keys, login, net id, e-mail*)
- Arrange for department (*supply rooms, kitchen, break rooms*) and campus tour
- New employee will complete new hire questionnaire
  - Download PDF:
    - <http://nursing.rutgers.edu/hr/forms.html>
- Arrange for lunch with new employee
- E-mail school of new hire
  - E-mail will be constructed directly of content from the new hire questionnaire
- Communicate with IT concerning additional software or access needed

**POTENTIAL SCHEDULE – STAFF MEMBERS**

<b>8:30AM</b>	Welcome – Supervisor (Building tour, department introductions)
<b>9:00AM</b>	IT Tech orientation (Keys, login, net id, e-mail)
<b>10:00AM</b>	Campus Tour (ID Office included)
<b>11:00AM</b>	Position review (Work assignments, expectations)
<b>11:30AM</b>	BREAK
<b>12:00PM</b>	LUNCH
<b>1:00PM</b>	Welcome questionnaire
<b>3:30PM</b>	E-mail school introducing staff member
<b>4:00PM</b>	Wrap up with supervisor

**POTENTIAL SCHEDULE – FACULTY MEMBERS**

<b>8:30AM</b>	Welcome – Divisional Dean (Building tour, department introductions)
<b>9:00AM</b>	IT Tech orientation (Keys, login, net id, e-mail)
<b>10:00AM</b>	Campus Tour (ID office included)
<b>11:00AM</b>	Position review (Work assignments, expectations)
<b>11:30AM</b>	BREAK
<b>12:00PM</b>	LUNCH
<b>1:00PM</b>	Welcome questionnaire
<b>3:30PM</b>	E-mail school introducing faculty member

Preferred Name:

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Previous Employer:

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Number of years of direct experience:

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University Attended:

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Highest Degree Earned:

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Relevant Experience:

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Anything You Would Like the SON to Know About You:

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School of Nursing Contact Information (Work Phone/Email/Room #):

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## SAMPLE NEW HIRE E-MAIL ANNOUNCEMENT

Dear Colleagues:

I am pleased to announce that [First and Last Name] has joined the School of Nursing as [Title] in [Department].

[First Name] will be responsible for [High Level Overview of Major Responsibilities].

[First Name] graduated from [University Name] with a degree in [Major] and has a [Graduate Degree(s), if Applicable] from [University Name]. Prior to accepting this position, [he/she] served as [List at Least Two Former Positions].

[First Name] brings experience and a proven track record of success in the [Professional Field] area, which will be invaluable to the School of Nursing. I would like to thank my colleagues who participated in the selection process. Their efforts are deeply appreciated.

Below, please find [First Name's] contact information including campus, building and office number.

Please join me in welcoming [her/him] to the School of Nursing.

[First and Last Name]

[Title]

Rutgers School of Nursing

180 University Ave, Office 305

Newark, NJ 07102

p. 973.XXX.XXXX