



WHITMAN COLLEGE

HOW TO SUCCESSFULLY ORIENT NEW EMPLOYEES TO WHITMAN COLLEGE

Congratulations, you have hired a new employee! While the hard part may be over, your job does not end here. As a supervisor, you are responsible for supporting your new employee both through the onboarding process and during their longer-term transition to working at Whitman College.

Onboarding involves welcoming new employees to their department, division, and the college as a whole. Effective onboarding can help the employee become familiar with the institution and acclimate to their position more quickly. This document will help you successfully guide your new employee through the onboarding process. If any questions arise throughout the process, contact Human Resources hr@whitman.edu for assistance.

PRIOR TO THE FIRST DAY OF EMPLOYMENT

Supervisor Preparation Tasks

There are several tasks you should complete prior to the new employee's first day of work. These tasks will help ease the new employee's transition to Whitman, as well as prepare them for success in their new position.

- 1) **Prepare the new employee's workspace** as this will give them a place to put their belongings and get comfortable on their first day of work.
 - a) This may involve cleaning, setting up, and organizing their desk or office space.
 - b) This also includes gathering all necessary equipment (e.g., keys, laptop, etc.) the new employee needs to complete their job. The processes for doing so are described below.
- 2) **ADA Accommodations for Employees**
 - a) If the new employee requires ADA accommodations to perform the essential duties of their job, they can contact Human Resources at (509) 527-5172.
- 3) **Inform other employees** in the office that a new employee will be joining the team.
 - a) This may involve communicating the new employee's job responsibilities to their coworkers if applicable.
- 4) **Connect with the new employee** via phone call, video chat, or email shortly before their first day of employment to answer any pressing questions they may have.



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- a) You should also encourage the new employee to reach out if any additional questions arise before their first day.
- 5) **Request a new staff account** to set up the new employee's email and other electronic accounts (Colleague, K drive access, etc.).
 - a) To do this, complete a [new staff account access form](#). It can take several days for accounts to be created, so it is important to do this as soon as possible.
 - b) You will need the employee's Whitman ID number to complete this request. You can get the ID number from Human Resources.
- 6) **Request keys from the Physical Plant** if your employee has a private office or is in a position that requires key access.
 - a) To submit a key request to the Physical Plant, fill out this [form](#) and send it to lockshop@whitman.edu or via fax at x4961.
- 7) **Contact Whitman College Technology Services (WCTS)** to request any equipment (e.g., laptop, headphones, etc.) the new employee may need to perform their job.
 - a) For employees that require technology equipment, contact WCTS at helpdesk@whitman.edu or (509) 527-4976 to request the equipment required and schedule a brief appointment for the new employee to pick it up.

THE FIRST DAY OF EMPLOYMENT

There are several tasks new employees must complete during their first day of employment. Starting a new job can be a bit overwhelming, but as their supervisor, you can help support and guide them through this process to ensure everything goes smoothly.

- 1) **Ensure someone is present to greet the employee** upon their arrival to campus.
- 2) **Make lunch plans with the new employee** (with yourself or a coworker) so they do not have to eat alone.
 - a) This will also help the new employee build connections with their coworkers!
- 3) **Assign the new employee some meaningful tasks** to work on for their first day.
 - a) Successfully completing work shortly after starting a new job can motivate the employee, promote engagement with the job, and be very fulfilling.



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Human Resources Orientation

On their first day of employment, new employees will meet with Human Resources to complete their new hire and benefits enrollment paperwork. The new hire paperwork, specifically the I-9 form, is especially important to complete on the first day of employment. While you will not be directly involved in this process, you should remind your employee to bring the appropriate identification documents for the new hire paperwork to complete their I-9. A list of accepted documents can be found on the third page of the [I-9 form](#).

Every other month, Human Resources will offer follow-up trainings for new employees. These trainings will cover institutional policies, a virtual tour of BambooHR, and obligations for being a mandatory reporter under Title IX. This fulfills the Title IX training requirement for new employees.

Obtain a Whitman College ID Card

An important part of the first day of work is getting the new employee's Whitman College ID card. The ID card enables employees to access buildings on campus and use Flex Dollars at Bon Appetit, so this needs to be done as soon as possible. As the supervisor, you are responsible for making this happen. Your role in this process is as follows:

- 1) **Meet the new employee at Humans Resources** (Memorial Building, Room 104) after their orientation.
- 2) **Get the new employee's Whitman ID number** from Human Resources.
- 3) **Call Security** at (509) 527-5777 first to ensure someone will be available to assist you.
- 4) If someone is available, **walk the new employee to Security** in the Technology Services Building (416 E. Main St.).
- 5) **Provide the ID number to Security** to get the ID card made.
 - a) Security will not be able to find the employee in the system or create their ID card if they do not have the ID number.

IMPORTANT TASKS

While some onboarding tasks must be completed prior to or on the new employee's first day of employment, there are additional onboarding tasks that should be addressed during their first few weeks at Whitman. The tasks described below are not as time sensitive, but they are just as important for helping the new employee transition successfully to this institution.



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Review Helpful Resources for New Staff Employees

There are many resources available to staff employees at Whitman College! A collection of these resources have been consolidated in the [Helpful Resources for New Staff Employees](#) document. These resources can be very beneficial, especially to new employees. To help in the new employee's transition to Whitman College, you should go through this document with the new employee to introduce them to these resources and answer any questions they may have.

There is quite a bit of information in this document, so you may consider revisiting this resource a couple of times in the weeks following the new employee's start date. This will enable them to ask any questions that come up as time progresses.

New Staff Orientation Series

All new staff employees are asked to participate in a new staff orientation series coordinated through Human Resources. Each employee will attend six sessions over the course of their first year that will orient them to the College beyond

their own department. They will have the opportunity to hear from the President and each Cabinet member and learn about each division of the College.

Connect the New Employee with Relevant Employees, Offices, and Departments

Many staff positions at Whitman College require collaboration between multiple employees, offices, and departments. Because of this, it is essential that new employees are connected with the people and groups they will have a working relationship with. When their employment begins, the new employee will not know who these people are. This is where you come in! As their supervisor, you know who the new employee will be working and collaborating with, so you are responsible for connecting the new employee with them.

It is recommended that the new employee schedules one-on-one meetings with any coworkers or groups with whom they will be working closely. This will help the new employee by opening the door of communication in their working relationships and providing more people who can act as a resource for them. To promote the most fruitful outcomes, these meetings should take place early on during the new employee's time at Whitman.

JP Morgan MasterCard

Not all employees will need a JP Morgan MasterCard; however, if your employee is in a position that does necessitate one, contact jpmorgan@whitman.edu.



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Campus Tour

Within the new employee's first week of employment, it is a great idea to provide them with a campus tour of Whitman College. As a supervisor, you can take the employee on a one-on-one tour. Also know that Human Resources will work with the Admission Office to offer these once a semester.

TRAINING OBLIGATIONS

The new employee will have four required online training modules to complete within their first 30 days of employment. This includes the **Online Harassment Prevention Training, Online Hazing Awareness and Prevention Training, Online Diversity, Equity, and Inclusion Training and the Online Protecting Youth: Abuse & Neglect Prevention training**. As their supervisor, be aware that your employee must complete these training modules within their first 30 days of employment during their work hours. You can view whether the employee has completed these training modules on BambooHR.

ONGOING SUPPORT

At this point, you have supported the new employee in completing the onboarding process and becoming familiar with working at Whitman. But again, your role as a supervisor does not end here. Transitioning to a new job takes time and continuous support from supervisors. To help your employee successfully transition into their new role, you should take the following steps.

Spend Regular 1-on-1 Time with New Employees

New employees' transition to Whitman does not happen in one day. It is an ongoing process that includes support from their supervisor. To ensure the employee has a successful transition, you should spend regular 1-on-1 with your new employee within their first few months of employment. This time can be used to address the following steps, as well as answer questions about their position, department, and Whitman as a whole.



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Review the Employee's Position Description, Expectations, & Department Values and Goals

While the new employee likely familiarized themselves with their position description when going through the hiring process, you should review their job description with them on or shortly after their first date of work. This provides the opportunity for the employee to ask any questions they may have about their position or duties. You can also use this opportunity to communicate expectations of the employee, as well as the values and goals of the department. A position description can be found in the employee's "Documents" tab in BambooHR.

You should also take this opportunity to review your organizational chart with the new employee. While you should meet with the employee to discuss these items when their employment begins, continue to revisit these topics multiple times within their first few months of employment to answer any questions that arise.

Acknowledgments: This document has incorporated information discussed in Cornell University's ["Welcoming and Orienting Employees to Cornell: A Supervisor's Guide."](#)