

New Team Member Onboarding

Leader Guide

Everything you need to successfully onboard a new team member

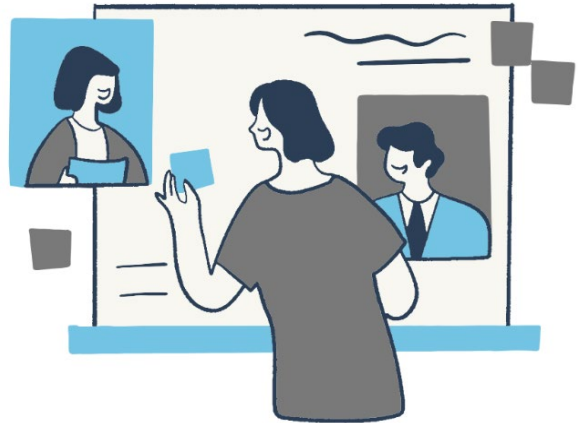


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This resource provides you with an explanation of roles, responsibilities, considerations, and resources available. We hope this helps you with clarity on the onboarding process and when to use each resource.

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Your Role as a Leader

You are ultimately responsible for the training, documentation, and competency of the new team member.



Your objective during a new team member's onboarding is to **set the stage** as they become oriented to the team, **share the moment** while becoming familiar with their new role, and **support what is next** as the team member finds their place within the team.

“Onboarding is a magic moment when new employees decide to stay engaged or become disengaged.”

– [Society for HR Management](#)

What Are My Responsibilities?

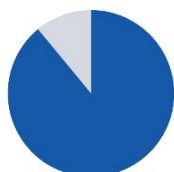
As a leader, you are responsible for planning and facilitating the onboarding of your new team member and ensuring they can work independently after orientation is complete.

Set the Stage	<ul style="list-style-type: none">✓ Create and review the training plan✓ Document training and competency✓ Manage time effectively
Share the Moment	<ul style="list-style-type: none">✓ Assign Onboarding Buddy and Trainer(s)✓ Promote learning✓ Collaborate with others to meet learning needs
Support What's Next	<ul style="list-style-type: none">✓ Clarify roles and expectations for the Onboarding Buddy and Trainer(s)✓ Provide timely, constructive feedback✓ Demonstrate and model behavior and culture

Benefits to Effective Onboarding

Effectively onboarding a new team member not only benefits them, but also impacts you and your team:

You	Team	New Hire
<ul style="list-style-type: none">✓ Establish and build trust✓ Improve retention✓ Promote engagement	<ul style="list-style-type: none">✓ Strengthen team culture✓ Facilitate growth✓ Enhance communication	<ul style="list-style-type: none">✓ Sense of belonging✓ Increased productivity✓ Greater job satisfaction



89% of team members who had an effective onboarding experience are engaged at work. – [Bamboo HR](#)

Considerations for Remote Roles

Create a meaningful and beneficial experience for your remote and mobile team members!



Communication is Key!

Communication is essential to helping a new hire feel welcome, supported, and engaged, as well as build trust and rapport with you and the team.

- ✓ Provide introductions and encourage welcome meetings.
- ✓ Talk about different forms of communication and when to use each (email, Teams message, phone call, text).
- ✓ Hold regular check-ins in the first 90 days to help set expectations and establish feedback loops.



Help Create a Welcoming Remote Workspace

Provide them with information and resources to help them establish their workspace at home before their first day.

- ✓ Make arrangements to either meet up or ship equipment to their home.
- ✓ Send [ergonomic considerations](#) to help them set up their workspace and test Wi-Fi requirements.



Enhance Learning

Use multiple strategies to relay information to enrich the learning experience and help avoid learning fatigue.

- ✓ Segment learning into shorter segments.
- ✓ Create variety in learning such as videos, e-learning, job aids, webinars, or scavenger hunts.
- ✓ Provide peer learning opportunities such as assigning a trainer to share their screen as they walk through a task.



Build Relationships

Social relationships at work help to develop self-esteem, learn the social norms of the team, and build trust with teammates.

- ✓ Schedule a team lunch to get to know each other and chat.
- ✓ Consider virtual tours of onsite departments your team works closely with
- ✓ Schedule 1:1 meetings with teammates to formally meet and chat about roles



Support their Wellbeing

Working from home can be stressful and isolating. Here are a few self-care tips to share with your new team member:

- ✓ Encourage them to take breaks, get up from their desk, and even schedule break time on their calendar.
- ✓ Encourage them to stay active and find a buddy both inside and outside of work to support their wellness.
- ✓ Suggest they go outside (if possible) during breaks to get natural light, which can be very beneficial for mood.



Have A Set End to The Workday

When working remotely, employees often have a hard time knowing when to stop working for the day. Often, remote workers end up working more hours, which can lead to resentment and burnout. Help create boundaries and make team members feel more comfortable about logging off by setting expectations around work hours.

Onboarding Resources Quick Guide

Here is a short explanation of onboarding resources available and their designed use. Resources are linked in this document where referenced and can also be found on the [OD&L website](#).



[First 90 Days Manager Checklist](#)

Your comprehensive checklist to help you plan and facilitate your new team member's first 90 days.

Pre-Start

[Buddy Guide](#)

This resource is for the individual who has been assigned as a buddy to a new hire with an explanation of role, tips, and suggested actions.

[Trainer Guide](#)

This resource is for the individual(s) who have been assigned as a trainer to a new hire to teach the tasks associated with the role.

[Welcome Letter Templates](#)

Fillable templates to communicate with your new hire on what to expect Day 1, including New Employee Welcome, parking and building information, technology access, and more. This letter may be emailed or sent via US mail.

[General Welcome Letter Template](#)

[Remote Worker Welcome Letter Template](#)

First 2 Weeks

[New Employee Welcome Page](#)

Webpage all new team members access on their first day of employment. This page includes the link to the New Employee Webinar, instructions, and essential resources.

[First Two Weeks Schedule Template](#)

Excel template to help outline new hire's schedule for the first two weeks of employment (will download as an excel file to your computer).

[Team Member Questionnaire](#)

Get to know your new team member with this simple questionnaire of eight questions. We also suggest you share your responses with them as well.

First 30 Days

[30 Day Check-In Page](#)

Webpage with instructions and resources to guide your 30-Day Check-In and how to document action items in Talent Connect.

[One-on-One Meeting Strategies](#)

Discover effective strategies on how to prepare and hold regular 1:1 meetings.

First 90 Days

[90-Day Check-In Page](#)

Webpage with instructions and resources to guide your 90-Day Check-In and how to document action items in Talent Connect.

[Start Stop Continue Worksheet](#)

An activity to gather regular feedback from your new team member.

Additional Learning Opportunities

Learning Management System Modules



Get to know more about Fairview's Onboarding philosophy and process with the following four on-demand eLearning modules. To access each module, click on the links below. If you would like a record of you taking a module, you can take them in our Learning Management System.

Onboarding 1.0

Creating a Successful Onboarding Experience

- Define Onboarding
- Recognize the benefits of successful onboarding
- Explain factors that lead to successful onboarding
- Structure an onboarding plan focused on the 4Cs

[Take Course](#)

Onboarding 2.0

Preparing for your New Team Member

- Communicate important information
- Prepare your new team member's workstation
- Setup technology access
- Plan a welcoming first week

[Take Course](#)

Onboarding 3.0

System Orientations

- Explain the objectives of system orientations
- Identify the system orientation(s) required for your new team member
- Outline the details of system orientations

[Take Course](#)

Onboarding 4.0

Department Orientation & 90 Day Onboarding

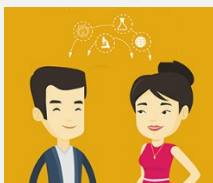
- Plan the logistics of your team member's first day
- Complete the Unit/Department Safety Checklist
- Lead meaningful check-in meetings
- Help your new team member achieve onboarding goals

[Take Course](#)

Self-Paced On-Demand Learning



OD&L offers three on-demand courses in partnership with OpenSesame learning. When you access the course, the link will open in your default browser. If this is your first time accessing one of our courses, you will need to enter your Fairview employee username and password.



15 minutes

Onboarding Tools

Plan for a successful onboarding experience that will set new team members up to thrive within your company.

[Access Course](#)



10 minutes

Onboarding Remote Workers

Develop various strategies for connecting remote workers with your other team members in robust and meaningful ways.

[Access Course](#)



5 minutes

Successful Employee Onboarding: Days 30-90

What you can do through the first 30 to 90 days to help ensure your new hire stays long term.

[Access Course](#)