

Onboarding Staff Checklist

Staff Name:

Hiring Manager Name:

Unit/Department:

Date of Hire:

Introduction

Welcome to Your Dept/Faculty at York University! We are committed to providing you with the support and resources you will need, to assist you in making a successful transition to York.

What is Onboarding?

Onboarding, including orientation, is a long-term process that begins before the new staff member's start date and typically continues for at least three months. It is a process that helps a new staff member get up to speed with the policies, procedures, culture, expectations, and day-to-day responsibilities of their job.

Why is Onboarding Important?

Effective employee Onboarding serves four interrelated purposes:

1. It builds York University **REPUTATION** for being a thoughtful employer, with great training, clear leadership, and a strong organization.
2. It helps to create **CONSISTENCY**.
3. It gets new-employees to efficient **PRODUCTIVITY** levels quickly.
4. It builds a **COHESIVE TEAM**, therefore raising **EVERYONE'S** productivity.

Onboarding Staff Checklist York University

George B. Bradt, Mary Vonnegut



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Human Resource Management Elizabeth D. Frederickson, Stephanie L. Witt, W. David Patton, Nicholas P. Lovrich, 2015-09-16 Sound HRM practices matter they are a sine qua non of effective governance in democratic government equally so at the local regional state and national levels of government The NASPAA Network of Schools of Public Policy Affairs and Administration accreditation standards demand critical competencies for public managers that are vital to human resource managers and supervisors at all levels These competencies include skills to lead and manage in public governance to participate in and contribute to the policy process to analyze synthesize think critically solve problems and make decisions to articulate and apply a public service perspective and to communicate and interact productively with a diverse and changing workforce and citizenry This second edition of Human Resource Management is designed specifically with these competencies in mind to Introduce and explore the fundamental purposes of human resource management in the public service and consider the techniques used to accomplish these purposes Provide exercises to give students practice for their skills after being introduced to the theory foundation and practices of public and nonprofit sector HRM Facilitate instruction of the material by introducing important topics and issues with readings drawn from the professional literature Provide information and examples demonstrating the interrelatedness of many of the topics in public sector HRM and the trends shaping public and nonprofit management especially diversity ethics and technology Demonstrate and describe differences among HRM practices in public for profit and nonprofit organizations and between the levels of government Human Resource Management is organized to provide a thorough discussion of the subject matter with extensive references to relevant literature and useful teaching tools Thus students will consider the issues purposes and techniques of HRM and conceptualize how varied their roles are or will be whether a personnel specialist in a centralized system or a supervisor managing in one of the increasingly common decentralized systems Each chapter includes a thorough review of the principles and practices of HRM including the why and the how selected readings important themes diverse examples key terms study questions applied exercises case studies and examples of forms and processes would be managers will encounter in their roles

Managing Sport Facilities Gil Fried, Matthew Kastel, 2021 Managing Sport Facilities Fourth Edition With Web Study Guide draws theory and application into an engaging practical guide for effectively managing a sport facility Topics include building design and construction operations marketing legal issues finance and event management

La nueva fórmula del trabajo Laszlo Bock, 2015-05-21 El vicepresidente s nior de gesti n de personas de Google revela por primera vez una f rmula de trabajo que se ha convertido en leyenda global Pasamos m s tiempo trabajando que haciendo cualquier otra cosa No resulta l gico que el trabajo resulte una experiencia desmotivadora y poco humana Esta la opini n de Laszlo Bock responsable de gesti n de personas de una empresa tan revolucionaria como Google Esta idea es el eje de La nueva f rmula del trabajo un manifiesto rompedor acerca de nuestra capacidad para cambiar la forma en la que trabajamos y

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A Road Map for Onboarding Managers Sharlyn Lauby, 2014-09-02 Few organizations have manager onboarding programs but they are key to equipping managers with the tools they need to be successful from day one In A Road Map for Onboarding Managers Sharlyn Lauby details how proper onboarding prepares managers to start their role confident engaged and better able to serve as an employee coach and mentor both of which are critical to an organization s bottom line This issue of TD at Work identifies why managers need their own onboarding program outlines a step by step process for developing a manager onboarding program offers a checklist for a new manager buddy program provides a template for developing a new manager onboarding program

Effective Onboarding Norma Davila, Wanda Pina-Ramirez, 2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company s onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to

employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that s right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today s talent development practitioners Each book in the series is written for trainers by trainers and offers a clear step by step path to solve real issues

Creative Onboarding Programs (PB) Doris M. Sims,2010-10-15 Revised expanded and up to the minute the leading guide to serving the modern organization s onboarding needs It s a challenge overlooked by many The need to bring recent hires into the fold smoothly effectively and rapidly And in this state of the art multi phased guide to integrating new employees into an organization Doris Sims longtime HR and onboarding guru again redefines the expectations of what effective HR training and succession management can do for your business Fully updated with new case studies of best practices from successful companies Creative Onboarding is the edge your business needs The most complete resource for helping employees do their best work from the minute they first walk in the door this book delivers an arsenal of high end strategies and skills including Activities and checklists to help focus your onboarding efforts Advice on designing and implementing programs for employees at any level that mesh with existing organizational cultures The latest tools technologies that create programs with impact Ways to measure results and make positive adjustments on the fly In today s hyper competitive business environment seamless onboarding is an absolute necessity And Creative Onboarding puts within easy reach the benefits of improved retention and performance along with drastically reduced HR related overhead Topics covered include Designing New Employee Onboarding Companies Who Do it Right New Tools and Technologies to Make Your Program Fun and Memorable Onboarding New Managers Onboarding FAQs and more

Mastering Employee Onboarding LinCademy,2023-12-13 Mastering Employee Onboarding a manual for an animated video based course and an integral part of our HR 9 Book series entitled Talent Management and Workforce Development is your key to streamlined onboarding for increased productivity and employee satisfaction Dive into purpose preparation checklists program development and post onboarding strategies Tailored for millennials this guide unveils secrets to engage mentor allocate work and set expectations Elevate your onboarding game and unlock a workforce ready for success a step by step guide supported by a practical case study Chapters Chapter 1 Getting Started Introduction sets the stage outlining guide objectives Chapter 2 Onboarding Purpose Delve into the significance of onboarding exploring startup costs anxiety and realistic expectations Chapter 3 Onboarding Overview Uncover the essence of onboarding its value and fostering a welcoming environment supported by an essential first day checklist Chapter 4 Preparing for Onboarding Promote professional onboarding practices ensuring clarity strategic mentor designation and effective training Chapter 5 Onboarding Millennials Understand millennials distinguishing their characteristics and crafting tailored onboarding

approaches embracing authenticity and informal settings Chapter 6 Onboarding Checklist Navigate pre arrival arrival first week and first month onboarding checklists ensuring a seamless and thoughtful onboarding journey Chapter 7 Checklist for Millennials Tailor checklists specifically for millennials across pre arrival arrival first day first week and first month Chapter 8 Developing the Onboarding Program Build trust foster communication and understand the pivotal roles of HR and managers in the onboarding process with key characteristics of engaged employees Chapter 9 Engaging Millennials Explore creating an informal program the power of one on one engagement and the role of HR and managers in onboarding millennials Chapter 10 Post Onboarding Support Initiate early connections nurture ongoing engagement strategically schedule follow ups and understand the crucial responsibilities of mentors in the post onboarding phase Chapter 11 Post Onboarding for Millennials Dive into one on one check ins regular follow ups scheduling considerations mentoring dynamics Chapter 12 Setting Expectations Define position requirements recognize areas for enhancement and communicate expectations verbally and in writing Chapter 13 Millennials Expectations Explore specific instructions fostering growth verbalizing clear guidelines and formalizing expectations for millennials Chapter 14 Resiliency and Flexibility Understand resiliency enhance mindset transformation explore flexibility in recruitment and retention and follow practical steps Chapter 15 Mentoring Millennials Dive into active mentorship successive mentoring leveraging millennials exploratory drive for success and gain insights Chapter 16 Work Allocation Establish guiding principles for work assignments explore authoritative apple picking and team collaboration methods Chapter 17 Work Allocation for Millennials Tailor work allocation strategies for millennials emphasizing clear structure specific benchmarks and nurturing dynamic work dynamics Chapter 18 Providing Feedback Uncover qualities of effective feedback tools for delivery informal and formal feedback Chapter 19 Feedback for Millennials Explore feedback attributes for millennials leverage informal and formal feedback and understand its significance Chapter 20 Wrapping Up Summarize key takeaways words from the wise and outline next steps

The Total Onboarding Program George B. Bradt, Ed Bancroft, 2010-10-11 Help New Recently HIred Employees Hit the Ground Running The Total Onboarding Program is a comprehensive step by step guide to successfully integrating new hires into an organization For the first time there is a road map for those who help new leaders develop their own road maps during the onboarding process Any organization that wants to increase its return on human capital needs to utilize the specific best practices so clearly described in this invaluable new resource Ben Dattner adjunct professor of Organizational Psychology New York University and founding principal of Dattner Consulting LLC The Total Onboarding Program provides training and HR professionals with a detailed approach for bringing new and recently promoted employees up to speed and productive in half the usual time In this Facilitator s Guide set George Bradt author of The New Leader s 100 Day Action Plan and Ed Bancroft share a complete training package of proven tools techniques and tricks of the trade that help organizations reduce hiring or promoting risk and increase retention rates identify and avoid the most prevalent landmines that derail new hires and

develop an onboarding framework that can be consistently deployed in any organization Based on years of experience working with Fortune 500 companies the authors techniques will inspire and enable new employees to deliver better results faster Their program presents the core concepts of onboarding alignment acquisition accommodation assimilation and acceleration and includes agendas worksheets and slides for five meetings and 11 workshops ranging in time from two hours to two days so you are completely prepared to present the program to teammates *Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent* Brenda Hampel,Erika Lamont,2011-06-17 THE RIGHT PHRASE FOR EVERY SITUATION EVERY TIME Getting new employees up and running with the company is a highly challenging process For true success you need to have full command of the most appropriate language for the task Perfect Phrases for New Employee Orientation and Onboarding contains hundreds of ready to use phrases for transitioning employees into their new roles You ll learn how to home in on employee engagement support the building of work relationships and deliver constructive feedback This handy quick reference guide provides effective language for Getting the most out of meet and greet meetings Defining company culture and employee expectations Coaching new employees with onboarding challenges Collecting onboarding feedback Onboarding a diverse workforce

Successful Onboarding: Strategies to Unlock Hidden Value Within Your Organization Mark Stein,Lilith Christiansen,2010-06-21 CAPTURE THE ONBOARDING MARGIN WITH THE 4 PILLARS OF SUCCESSFUL ONBOARDING Bringing a new employee on board can be the start of a rewarding relationship or the beginning of a missed opportunity This smart book can teach you how to make the most of each employee s career starting on Day One Daniel H Pink author of DRIVE and A WHOLE NEW MIND This book has the potential to change the way that we think about new hires and what is possible from the group With the instruction provided you can migrate onboarding from the administrative to the strategic and deliver far greater value for your enterprise Betty Thompson Senior Vice President People Services Booz Allen Hamilton People are a company s most important asset Successful Onboarding makes the case for the importance of effective onboarding in setting up employees for success Stephen Squeri Group President Global Services and Chief Information Officer American Express Company Hiring employees is the biggest investment most organizations make Understanding how to make sure that investment sticks is what onboarding is about and Successful Onboarding shows you how to do it right Peter Cappelli Director of the Center for Human Resources The Wharton School The University of Pennsylvania author of TALENT ON DEMAND Fact 1 3rd of all external hires are no longer with the organization after 2 years What can you do about it In a word onboarding although poorly understood subject to narrow definitions and with limited best practice understanding or management rigor Consultants Mark Stein Former Group Vice President Corporate Resources Enbridge Inc Successful Onboarding could easily be titled Maximizing Your ROI If you adopt the authors perspective and follow the best practices they present your organization will get the greatest possible return on its investment in new talent Stein and

Christiansen's work will shift your focus from activities to results Scott Eblin Executive coach and author THE NEXT LEVEL WHAT INSIDERS KNOW ABOUT EXECUTIVE SUCCESS An approach to transforming your organization's onboarding process from a one time transaction to a sustained and integrated employee experience that drives performance and engagement right out of the gate Matt Motzkin Director Organizational Development Disney ABC Television Group A comprehensive and highly practical guide to the critical but underappreciated practice of onboarding new employees The authors make a convincing business case for strategic onboarding and then outline a step by step process for a positive and enduring outcome Max Stier President and CEO Partnership for Public Service Onboarding for Business Success George Bradt and Mary Vonnegut, 2014-08-20 Skillful onboarding is essential to getting your employees off to a great start from day one but organizations too often take a sink or swim approach to new staff In this issue of TD at Work George Bradt and Mary Vonnegut give readers a better approach by sharing what they've learned from their experiences onboarding senior leaders Onboarding for Business Success explains what onboarding is and why it fails so often The authors share stories of successful and unsuccessful onboarding efforts And they provide a step by step process for bringing new employees onto a team whether they are new to the company or just new to the role This issue includes an explanation of when onboarding is needed a 100 day plan for recruiting and orienting new employees a simple recruiting brief template an employee acquisition plan Onboarding Christian Harpelund, 2019-01-21 The book provides a clear framework for managers to improve the onboarding process The authors have developed an easy to use model and process for onboarding which maps out 6 dimensions which can be used to design and implement a systematic organizational process *Onboarding* George B. Bradt, Mary Vonnegut, 2009-09-08 A guide to getting new employees recruited oriented and productive FAST Onboarding a growing trend in the business community is a focused methodology that gets people in new roles up to speed quickly and efficiently This book guides you through a process that enables you to recruit orient and enable your new employees to get the job done Learn how to inspire and encourage your new employees to deliver better results faster George Bradt and Mary Vonnegut's Onboarding helps ensure that your new employees are productive and efficient from day one You'll learn how to help them assimilate into your corporate culture and accelerate their learning Onboarding is one of the hottest trends in business This is the first book about onboarding George Bradt is a leading speaker and consultant and the author of The New Leader's 100 Day Action Plan For business leaders and managers who want well trained responsive efficient and effective employees Onboarding helps you get the best from your new employees **Awareness Guide for York University Staff and Faculty** York University (Toronto, Ont.). Office for Students with Disabilities, 1989

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