

The following are some best practices used by current and past Peer Partners:

* Immediately reach out to the new hire
* Clearly explain the role of the Peer Partner in the onboarding process
* Discuss and agree upon a schedule for regular face to face meetings with the new hire
* Share information on parking and popular spots on campus, especially if the hire is new to the area
* Ask new hire if they’re interested in taking a walking-tour of campus to become more familiar with their surroundings
* Encourage the new hire to get involved in activities on campus and in CALS
* *Serves as a resource for the new hire during the hire’s first year of employment*
* *Is someone that understands the culture of the unit and can assist new hire in feeling welcome*
* *Is a resource that is aware of and knows how to navigate needed campus resources*
* *Is available to provide support and talk through issues with the new hire*
* *Listens to the new hire to see if they have any unmet needs*
* *Meets with the new hire on an ongoing basis and provides peer-to-peer advice, listens thoughtfully and when solicited, provides critiques, suggestions and feedback*
* Contact the new hire to introduce yourself and welcome them to CALS
* Explain your role as a Peer Partner and address any initial questions or concerns

BEST PRACTICES:

What Does a **Peer Partner** Do?

**Onboarding Process**

*Peer Partner Expectations*

What are my responsibilities?

**BEFORE THE NEW HIRE’S START DATE**, REACH OUT TO THEM IN THE FOLLOWING WAYS:

**WITHIN THE FIRST WEEK,** HERE ARE SOME DISCUSSION POINTS TO GO OVER WITH THE NEW HIRE:

* Discuss the role of the Peer Partner in the onboarding process
* Make sure introductions to other staff have been made and determine if the new hire has met everyone in their workgroup
* Discuss necessary resources the new hire needs to do their job and if additional resources or information are needed
* Discuss where and from whom these resources and information can be found
* Verify that the new hire understands the supervisor’s expectations for operational tasks and office procedures (e.g., work schedule, requesting time off, etc.)
* Discuss initial impressions of the work unit, how the new hire likes her/his job, and how he/she is doing in general

Updated 3/17/2015

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**FROM 6 MONTHS TO 12 MONTHS**, THE PEER PARTNER SHOULD CHECK IN PERIODICALLY WITH THE NEW HIRE TO SEE HOW THINGS ARE GOING. HERE ARE SOME DISCUSSION POINTS TO GO OVER:

* Discuss how the onboarding process worked for them and if they have any comments or suggestions for improvement
* Discuss their comfort level with their job responsibilities and the training they received
* Discuss the new hire’s overall fit with the unit and the campus environment
* Discuss the new hire’s working relationships with their supervisor and co-workers
* Suggestions or feedback from the new hire to pass on to management or HR
* Feedback, advice or suggestions for the unit or other new hires
* Feedback or advice for the Peer Partner
* Discuss the new hire’s comfort level with their job responsibilities
* Determine if there are additional people the new hire should meet (or want to meet) and coordinate with the supervisor to set up a time for this
* Discuss how the new hire is fitting in with the unit’s culture and the campus environment
* Discuss the new hire’s working relationships with their supervisor and co-workers
* Determine if anything further is needed from their supervisor
* Additional resources or tools to do their job
* Feedback, advice or suggestions for the unit or other new hires
* Encourage the new hire to take an active role in activities within the unit or on campus, such as social events on campus, etc. Do they have suggestions for activities?
* Discuss how the new hire is fitting in with the unit and the campus environment
* Discuss how the new hire feels about their job and the unit and if they like the work environment and what they are doing
* Discuss the new hire’s working relationships with their supervisor and co-workers
* Suggestions or feedback from the new hire to pass on to management or HR
* Feedback, advice or suggestions for the unit or other new hires

**FROM 1 MONTH TO 6 MONTHS**, THE PEER PARTNER SHOULD CHECK IN MONTHLY WITH THE NEW HIRE TO SEE HOW THINGS ARE GOING. HERE ARE SOME DISCUSSION POINTS TO GO OVER:

**DURING THE FIRST 30 DAYS,** YOU SHOULD CHECK IN WITH THE NEW HIRE ONCE A WEEK. HERE ARE SOME DISCUSSION POINTS TO GO OVER:

 **Onboarding Process**

*Peer Partner*