**CALS Onboarding -**

**Peer Partner Expectations**

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| **What does a Peer Partner do?** |

* Serves as a resource for the new hire during the hire’s first year of employment
* Understands the culture of the unit and can assist new hire in feeling welcome
* Aware of and knows how to navigate needed campus resources
* 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

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| **What 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/transportation 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

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| **What are my responsibilities?** |

Connect/check-in with the new hire during the following times (suggested conversation topics are below):

* Before the new hire’s start date
* Within the first week
* During the first 30 days
* During months 1 - 6
* During months 6 – 12

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| **Before the new hire’s start date:** |

* 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

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| **Within the first week:** |

* Discuss the role of the Peer Partner in the onboarding process
* Ensure 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 their job, and how they are doing in general

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| **During the first 30 days, check in with the new hire weekly:** |

* Discuss the new hire’s comfort level with their job responsibilities
* Determine if there are additional people the new hire should meet (or wants 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
* Provide additional resources or tools to do their job
* Provide feedback, advice, or suggestions for the unit or other new hires

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| **During months 1 - 6, check in with the new hire monthly:** |

* 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
* Receive suggestions or feedback from the new hire to pass on to management or HR
* Provide feedback, advice, or suggestions for the unit or other new hires

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| **During months 6 - 12, check in with the new hire periodically:**  |

* Discuss how the onboarding process went for the new hire and ask if they have any comments or suggestions for improvement
* Discuss new hire’s 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
* Receive suggestions or feedback from the new hire to pass on to management and/or HR
* Provide feedback, advice, or suggestions for the unit or other new hires
* Receive feedback or advice from the new hire for the Peer Partner (you!)