

# **ONBOARDING: CREATING A WELCOMING WORKSPACE FOR NEW EMPLOYEES**



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# OBJECTIVES

- Understand role and benefits of creating a welcoming workplace
- Understand tools available
- Generate key strategies for welcoming new employees



Turn to your neighbor and share  
your most memorable onboarding  
experience...



# PURPOSE

**What is it?**

The methods an organization uses to bring a new employee into the organization

- Passive
- Varies
- Orientation, New Employee Training, ee evaluations

**Why?**

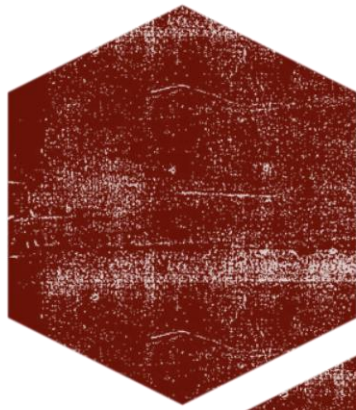
- Increased ee engagement
- Increased retention
- Org. commitment
- Boost performance

- Consistency and accountability
- Mentoring/support
- 2-way feedback
- Understand culture

**What's there? What's missing?**

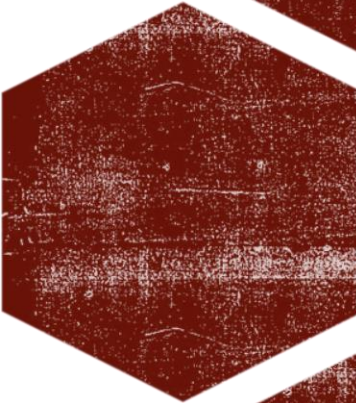
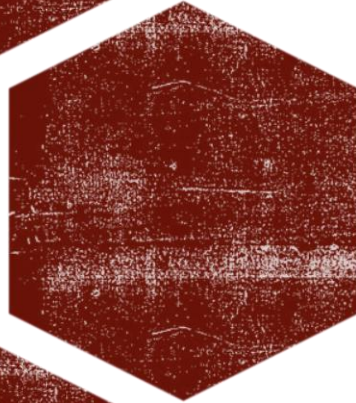






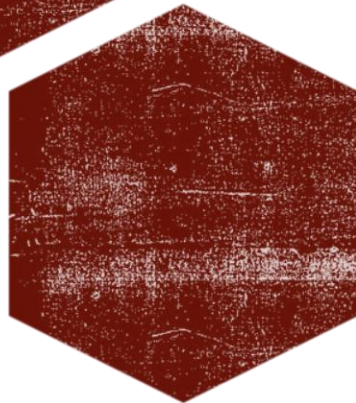
**Orientation,  
Resources,  
Expectations**

**Vision, Mission,  
Organizational  
Identity**



**Buddy System,  
Welcome Calls  
Mentoring**

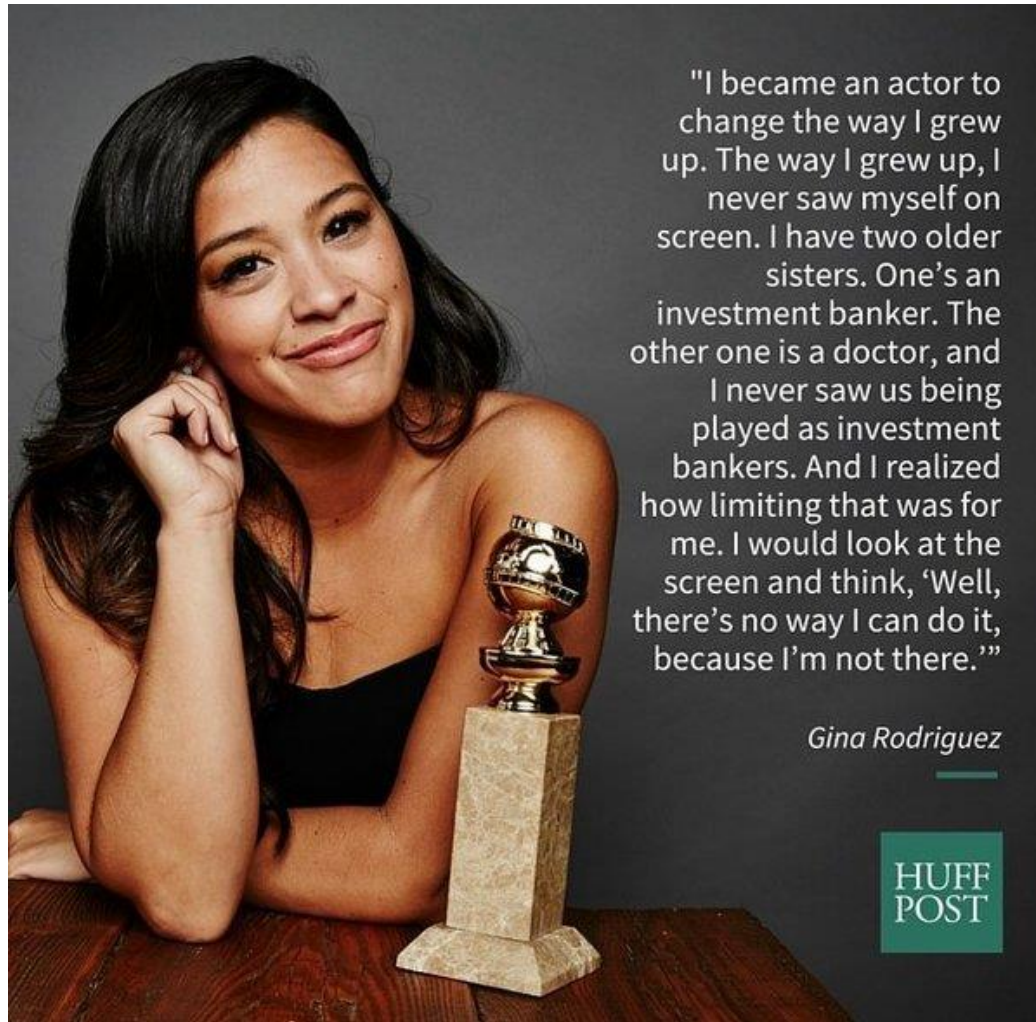
**Surveys,  
Two-way  
Evaluations**



## KEY COMPONENTS



# Inclusivity and Onboarding



"I became an actor to change the way I grew up. The way I grew up, I never saw myself on screen. I have two older sisters. One's an investment banker. The other one is a doctor, and I never saw us being played as investment bankers. And I realized how limiting that was for me. I would look at the screen and think, 'Well, there's no way I can do it, because I'm not there.'"

*Gina Rodriguez*

HUFF  
POST

Turn to your other neighbor:

- If your organization or agency relies on the employee to figure out your organizational culture, what added barriers to success might employees of color experience?





**Before  
Hire**

**First  
Week**

**First  
Six  
Months**

**First  
Day**

**First  
Month**

**First  
Twelve  
Months**

**TIMELINE**

# WORK CULTURE

Group into four groups

- What are some effective ways to help welcome a new employee at each of these time points? (Pick a facilitator, take ten minutes, list ideas)





## Tools added in development:

- Onboarding checklist
- New Onboarding report
- Role outlines
- Training materials
- Mentoring guides
- Mentoring connection information

## TOOLS



# IMPORTANT ROLES

## Coordinator

- Complete onboarding checklist
- Send welcoming letter with necessary information
- Track completion of assigned tasks
- Deliver feedback information to human resources regarding the onboarding process

## Supervisor

- Call employee prior to hire to welcome into the organization and set up resources
- Connect employee to mission and vision of the org.
- Meet with employee on first day, tour facility, introduce to other staff and leadership
- Provide ongoing coaching and counseling and evaluation
- Celebrate important milestones and provide venue for team interaction and introduction

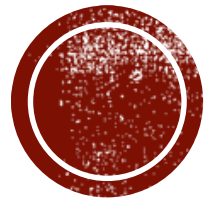
## Onboarding Support

- Welcome the new employee
- Introduce yourself and explain your role in the organization and how it relates to the new employee
- Set up meeting in first week, month, and then quarterly
- Provide contact information and connect employee to any needed resources

## Employee

- Complete checklist and survey related to onboarding process and ee engagement
- Ask questions and develop understanding of position and related expectations
- Meet with supervisor regarding performance and concerns
- Meet and confer with onboarding support person, attend committee meetings





# QUESTIONS

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