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# MANAGER'S GUIDE TO WELCOMING NEW HIRES

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## PRIOR TO EMPLOYEE'S FIRST DAY (PLAN FOR SUCCESS)

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Ensure that all Workday processes are successfully completed and that the employee completed Onboarding in Workday

- Set up resources (identify work area, order supplies and set up workstation – computer, phone, etc.)
- Create training plan, prepare employee's first assignment, and establish goals and schedule for their first week
- Contact employee to confirm first day details (schedule, orientation -if attending\*, parking, directions and workspace location)  
  
\*Orientation at Human Resources is required for applicable AMP/SP/Faculty hires
- Prepare welcome packet for employee (may include information on department, staff directory, workspace keys, business cards, process manual, campus map, etc.).
- Inform department of new hire (include start date, employee ID, <http://www.fau.edu/parking/permits.php>)

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- Make sure employee submits required documents to Human Resources on their first day
  - Provide welcome packet, introduce to department, ensure all workspace needs are met, and provide overview of department goals and organizational structure
  - Review schedule requirements (sick leave, vacation requests, etc.), probationary period –