

Employee Name: _____

Employee Start Date: _____

Supervisor Name: _____

Supervisor U of M email: _____

Phone: _____

Overview:

The purpose of this Onboarding Plan is to provide you with a basic understanding of the major functions of your position at the College of Design. This plan is not comprehensive, nor is it meant to be completed in one sitting; it is a guide for new employees to be successful in their roles over time.

Role of New Employee:

This is an employee-driven onboarding program. Please review each topic and familiarize yourself with the policies and procedures of the University, to be able to perform each essential function.

Action Items for the first day:

- Meet with the supervisor.
- Discuss schedule, hours, role, responsibilities, and expectations.
- Discuss the code of conduct (receive a paper and digital version)
- Discuss how to communicate time off requests with your supervisor (IE, Slack, email, etc)
- Tour through CDes space - discuss work area, how to operate tech, what role will look like day to day, how to effectively do job, safety, etc.
- New student workers should meet with other student workers who can mentor them and show them the ropes.
- Learn how to accurately enter hours via MyU.

Position Priorities for the first few shifts:

- Familiarize yourself with staff in your department.
- Understand how your work impacts your unit and why your role is important.
- Obtain access to all required systems and software.
- Begin and complete the required training for the position.

Social Media:

- [CDes Website](#)
- [CDes Facebook](#)
- [CDes Instagram](#)

Resources for new employees:

- [Information Technology page](#): Understand the various technologies: Google Suite, Mail, Drive, Calendar, Duo, [eduroam](#), Zoom.
- Required training: Preventing Sexual Misconduct, Discrimination, and Retaliation ([step-by-step guide](#)).
- Required Training: [Submitting Timesheets](#)
- General resources: <https://humanresources.umn.edu/new-employees/resources-new-employees>.
- University of Minnesota [Acronyms](#).

We are excited to have you join our department and college! Please feel free to contact me (your supervisor) for any questions or concerns about your role.