

New Employee Orientation Changes

What brought us here?

In 2012, the Division of Finance and Planning developed a strategic plan to communicate the division's mission, vision, values, goals and priorities in support of Illinois State University and its strategic plan *Educating Illinois*.

The goals and priorities outlined in that plan were to direct the work of the division over the next three to five years. One of the stated goals was:

- ***Onboarding process improvements, including the development and implementation of onboarding procedures and enhancements to the new employee orientation process.***

In 2013, a cross-functional team was created to address concerns with the current New Employee Orientation Process. This team reviewed the information identified by the strategic plan working groups, reviewed orientation processes at universities across the country and developed a plan to enhance New Employee Orientation.

Goals--new employee/unit/university

The research indicated that the goals of a New Employee Orientation Process should be to have:

- Excited employees, who quickly become well-adjusted to the university culture
- Employees who understand University goals and how he/she fits in
- More productive employees
- Employees who have positive impressions of the University
- An opportunity to make connections with others from units across campus

Purpose of orientation

The team felt a revised process should be viewed as a University-wide process, and not a Human Resources event. The new process should better meet the purpose of orientation, which is to:

- Introduce employees to the work environment
- Give them a feeling of belonging
- Create a positive impression
- Prevent uncomfortable feelings of isolation and frustration
- Make new employees feel part of a group
- Provide a consistent overview of the University
- Ensure new employees have a basic level of university knowledge

The new process

The traditional Human Resources/Benefits Orientation will continue. This required session is held as near to the first date of employment as possible and provides an overview of benefits and other information a new employee needs immediately. Beginning in January 2015, a second half day of orientation will be offered to all new civil service and administrative professional employees.

It is expected that by participating in both sessions of the New Employee Welcome and Orientation:

New Employees will:

- Develop connections with colleagues from other campus units
- Expand their knowledge of the University
- Experience and understand our culture and values
- Possess a core knowledge and understanding of Illinois State University so they can align their individual goals with the strategic goals and vision of the University

Departments/University will find employees who:

- Are engaged and have a greater knowledge of the University culture
- Understand University goals and how they fit into them
- Have a positive impression of the University, which should increase retention
- Are aware of resources across the University to assist them

Schedule

The second day of orientation will typically be held on the last Thursday of each month and will include employees hired within that month. Dates for 2015 are:

Jan 29, 2015	Alumni Center 118	Aug 10, 2015	Alumni Center 116
Feb 26, 2015	Alumni Center 116	Aug 27, 2015	Alumni Center 116
Mar 26, 2015	Alumni Center 118	Sep 10, 2015	Alumni Center 116
Apr 30, 2015	Circus Room, Bone Student Center	Sep 24, 2015	Alumni Center 116
May 28, 2015	Alumni Center 116	Oct 29, 2015	Alumni Center 116
June 25, 2015	Alumni Center 116	Nov 19, 2015	Alumni Center 116
July 30, 2015	Alumni Center 116	Dec 17, 2015	Alumni Center 116

(NOTE: Two dates are scheduled in August and September due to higher volume of new employees).

Presenters

Individuals from across campus were identified by the team to facilitate the second day of orientation. The vice presidents approved the list of recommended presenters and Human Resources invited them to participate. These talented individuals will participate in 2015:

Nikki Brauer, Health Promotion and Wellness
Rachel Caracci, Admissions
Doris Groves, Alumni Relations
Ashley Hicks, Diversity Advocacy
Julie Jenson, Human Resources
Rick Lewis, Dean of Students
Amelia Noel Elkins, University College
Stacey Ramsey, Enrollment Management
Chuck Scott, Facilities Management
Derek Story, Human Resources

<p>Agenda</p> <p>Day Two: New Employee Orientation</p> <p><i>All About Illinois State University</i></p>
8:15 – 9:00 a.m. Introduction
Our Redbird Family
9:00 – 9:15 a.m. Who We Are
9:15 – 9:40 a.m. Pride and Tradition
Our Redbird Campus
9:40 – 9:50 a.m. Facilities and Grounds
9:50 – 10:00 a.m. Campus Safety
10:00 – 10:10 a.m. Break
Our Redbird Values
10:10 – 10:20 a.m. Individualized Attention
10:20 – 10:30 a.m. Integrity
10:30 – 10:40 a.m. Diversity
10:40 – 10:50 a.m. Pursuit of Learning and Scholarship
10:50 – 11:00 a.m. Civic Engagement
Your Redbird Career
11:00 – 11:10 a.m. Training and Professional Development
11:10 – 11:25 a.m. Health and Wellness
11:25 – 11:45 a.m. Advantages/ Opportunities
Closing and Questions

What's Next?

We hope to offer several opportunities over the next year for current employees to attend an overview of the second day. Watch campus publications for these opportunities over the next few months. Also, we will be looking for feedback and ideas on further enhancements. We also plan to update the Human Resources New Employee Orientation website. We are developing checklists for supervisors and new employees to ensure the best transition for new employees. If you have any questions about this new process, please contact your HR employment consultant.