Division-Wide Onboarding Process

Why is Onboarding Important?

What is Onboarding?

Onboarding refers to the steps that organizations take to introduce new staff to their jobs, office culture, and processes. Such steps include an employee's first day, employee training, hiring processes, new employee support and development, and new employee performance evaluations.

The EAR committee is currently creating a Division-wide new employee program, called the onboarding process, to create a consistently positive experience to employees just joining our team.

Why is Onboarding Important?

Onboarding is the first step in creating an engaging environment for our employees. During onboarding, we introduce day-to-day tasks, which lead to habits. We introduce other offices, which influences how this employee will interact with the rest of the Division. We also set the tone for how offices support their employees, which influences how an employees performs in their position, and how they feel about working at MSU. Creating a supportive Onboarding experience will help to develop happy employees!

That means:

- Less turnover
- More efficient employees
- More synergy between offices - better processes, creative changes in systems
- Gets employees up-to-speed quicker
- More involved employees
- Better customer service

We Need Help

As a hiring supervisor, contact EAR (or recruit an office employee!) once a new hire has been made in your office, and work with EAR (or one of your employees) to create a Division-wide introduction plan for your new employee. Encourage your employees to share tips and experience with onboarding.