



Human Resource Services

MSC 3HRS

New Mexico State University

P.O. Box 30001

Las Cruces, NM 88003-8001

Phone: (575) 646-8000 Fax: (575) 646-2806

MEMORANDUM

Date: October 7, 2014
To: President, Provost, CC Presidents, Deans, and Vice Presidents
Cc: Associate Deans, Business Managers, and HR Liaisons
From: Dr. Andrew Peña, Assistant Vice President for Human Resource Services
Subject: Employee Onboarding Program Coming Soon
Action: Please share within your department as appropriate

What is Onboarding?

Onboarding is more than just new employee orientation; it is a process that goes beyond orientation and benefits paperwork to engage an employee over several days, weeks and sometimes months. Successful onboarding can be obtained in part by arranging tasks and activities to acclimate new and internal hires into their position and/or with NMSU.

How NMSU Onboarding was developed

For the past few years HR Services (HRS) made available the *New Employee Checklist* which covers many areas of introductory events a new hire may participate in. We have revisited that checklist as a starting point to build an interactive onboarding process within our Applicant Tracking and Position Management system in PeopleAdmin.

In customizing the Onboarding module, not only did we review the contents of the checklist for prevalence and accuracy but we ensured that we included all current compliance matters such as policy acknowledgement and required employee training sessions and documents.

After determining the individual tasks that must be performed in onboarding, we packaged and customized them into three different events to be used for regular hire types: 1) new hires to NMSU, 2) internal hires, and 3) Senior Administrator hires.

How the Onboarding system works: a brief description

First, HRS will work with the hiring department to identify an onboarding contact. Then HRS activates the onboarding event once the hiring process is complete. Upon activation, tasks will automatically be assigned to the new hire on the dates the tasks are to begin taking place. The process is designed to first welcome the new employee via an email and then once the employee has begun work, he/she will be introduced to the onboarding system and how to use it. While the employee will have some recommended and required compliance tasks to complete on their own, the department onboarding contact will also be engaged in the process. The department onboarding contact will receive only a few email communications recommending onboarding ideas for each regular hire.

For a more detailed description of the NMSU Onboarding program, please visit our onboarding initiative page at <http://hr.nmsu.edu/onboarding-guide/>.

Training

As mentioned above, instructions for using the onboarding system will be sent to the new employee via the onboarding process. The instructions will be in the form of a user guide that will instruct the new hire on how to login, access and complete their tasks. The department onboarding contact will not be required to log into the onboarding module as their tasks are simply emails triggered by the onboarding system.

Separately, as an awareness measure, a brief overview of the program will be covered in the regularly scheduled training, *Navigating PeopleAdmin*, which is currently offered by the Center for Learning and Professional Development.

Onboarding Rollout Plan

- October 14, 2014- Dr. Andrew Pena of HR Services presents at Admin Council
- October 22, 2014- Presentation/demo to HR Liaisons and Business Managers at HR Presents Forum
- November 3, 2014- Hotline announcement to NMSU community
- November 11, 2014- Onboarding program in use for positions pending a future start date

Please contact your HRS Team Partner if you have questions regarding this implementation.