



Onboarding Partner Guide

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Brandon University recognizes the importance of helping to integrate new employees into their roles and the University culture so they can quickly become productive and contributing members of the campus community. This planned and organized integration is known as employee onboarding.

ⁱOnboarding is the last stage of the recruitment process and the first steps toward retention, with a particular focus on:

- ❖ Creating a positive new hire experience for both the employee and University
- ❖ Affirmation of the employee's right choice in job and workplace
- ❖ Aligning the new employee with the University's Academic Plan
- ❖ Defining responsibilities and expectations
- ❖ Accelerating the time it takes for the new employee to become productive
- ❖ Long-term relationship building

ⁱⁱAn effective employee onboarding process serves the following interrelated purposes:

- Employees who feel welcome, comfortable, prepared, and supported
- These feelings increase the new hire's ability to be productive and contribute within the organization, both immediately and over time
- Employee success leads to satisfaction and retention, which allows the organization to continue to meet its mission.

Identifying an Onboarding Partner

A hiring manager will often identify a partner to contribute to the onboarding of a new employee. The individual is identified based on their experience, knowledge, and skills at Brandon University and would be someone who:

- is engaged in similar work to that of the new employee,
- has an understanding of the day-to-day routine of the new employee's role and work environment, as well as the University culture (the norms, values, beliefs, behaviours that shape how things are done in the employee's new work environment),
- has knowledge of and supports the Academic Plan,
- is personable and approachable.

Responsibilities of the Onboarding Partner

The onboarding partner serves as a valuable resource during the new employee's first three months, answering general questions and providing standard information that will help the new employee adapt to their new role and work environment. In this role, you are asked to:

- make self available. (While you will want to be available to answer questions or provide timely information, it is acceptable and encouraged that expectations are set with the new employee around when and how the two of you will meet.)
- be the contact for any general questions the new employee may have
- provide basic information on University and/or departmental policies and practices
- share information about the University's culture (the norms, values, beliefs, behaviours that shape how things are done in the employee's new work environment).

Benefits of being an Onboarding Partner

Being a partner for a new employee offers numerous benefits including:

- contributing to the success of a new colleague, the department or team, and the University as a whole
- the opportunity to learn just as much from the new employee as they will learn from you
- the knowledge that you are viewed as someone who brings value to the University, having been selected for the role

Congratulations on being selected for this important role and thank you for accepting the responsibility!

Additional Links

As an onboarding partner, you may find the additional links helpful in understanding where you fit into the larger onboarding process.

[Onboarding Guide for the Hiring Manager](#)

[Hiring Manager Checklist](#)

[Employee Checklist](#)

[30/60/90 Day Check-in Questions](#)

ⁱ Ryerson University Human Resources. (2011). Leaders' Guide to On-boarding: Preparing New Employees for Success. *Organizational & Employee Effectiveness*. Retrieved from <http://www.ryerson.ca/content/dam/hr/management/onboarding/docs/LeadersGuidetoOnboarding.pdf>

ⁱⁱ South Carolina Budget and Control Board Human Resources. (2009). *From orientation to onboarding*. Retrieved from <http://www.ohr.sc.gov/OHR/employer/OHR-wfplanning.phtm>