## Onboarding Agenda Guidance and Template

### Onboarding Agenda Guidance

The Onboarding Schedule Template should be completed by the Supervisor/Hiring Manager and provided to the new employee in advance of their first day via email. It is also recommended that a printed version is made available on their first day for easy reference.

While each employee’s onboarding will be unique to their position and department, the following are suggested meetings and tasks to incorporate into their onboarding schedule – some have even been added for you! Feel free to adjust the template as needed. In addition to campus-specific task links, we have provided links to access Percipio) our eLearning platform) to assist in building your new employee’s onboarding schedule!

Meetings to include**:**

* New Employee Orientation
* Lunch during their first week with team/supervisor (meal voucher is provided for new employee)
* One-on-one with Supervisor
* One-on-one with peer team member
* Any standing Team/department Meetings
* Introductory meetings with key campus/vendor contacts

#### Tasks to include:

* Compliance training in Percipio (completed within 31 days of start date)
* Obtain Miner ID Card
* Set up S&T [email signature](https://brand.mst.edu/digital-templates/email/) and [voicemail message](https://it.mst.edu/services/phones/voip/instructions/)
* Picking up physical office keys (if applicable)
* Department/role specific training
* Visiting the [New Employee Channel](https://umsystem.percipio.com/channels/cb598553-043f-4628-b0f9-7a1c77527c02?sharelink=-uCuJjOfL) to view/register for:
	+ UM System videos
	+ Campus tour
	+ Employee portrait
	+ Employee meal plans
	+ S&T customer service workshop
	+ Professional communication and more!

#### Additional Resources:

* Ensure employee is made aware of any departmental memberships (Professional societies, associations, etc.)
* Include links employee should have bookmarked
* Departmental websites (if employee will be responsible for updating, make sure you’ve registered
* them for [TerminalFour training](https://forms.office.com/Pages/ResponsePage.aspx?id=vv3-4-n3G0ClGjVeAbBaiTzg2oOKhY5Fmo9nZVjflXZURTRKUzdMRlo3SFlTWkYxRDk3T0ZEWE1EVi4u))

### Onboarding Schedule Template

New Hire’s Name

Title and Department

Welcome to Missouri University of Science and Technology! Below is an outline of meetings and onboarding tasks to complete during your first week. Calendar invites to all meetings listed are available in your [Outlook](https://it.mst.edu/services/email/faculty-staff/) calendar. If you have any questions regarding the scheduled tasks or meetings, please reach

out to **NAME** at [email address or phone number].

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| --- |
| Monday, Month XX, 202X |
| *Meetings* |
| [ ]   | 8:30-10:30am | New Employee Orientation Room 115 Centennial Hall with HR |
| [ ]  |  |   |
| [ ]  |  |  |
| [ ]  |  |  |
| *Onboarding Tasks* |
| [ ]  | Set up phone using [VoIP Web Tools](https://it.mst.edu/services/phones/voip/instructions/) (Your number is [573-341-XXXX]) |
| [ ]  | Schedule employee portrait with [Marketing and Communications](https://marketing.mst.edu/photos/portraits/) (Use [ABC12] for MoCode) |
| [ ]  | Set up [multi-factor authentication](https://it.mst.edu/services/account-password/mfa/) |
| [ ]  |  |

|  |
| --- |
| Tuesday, Month XX, 202X |
| *Meetings* |
| [ ]   |  |  |
| [ ]  |  |   |
| [ ]  |  |  |
| [ ]  |  |  |
| *Onboarding Tasks* |
| [ ]  | **Obtain Miner ID Card** IT Help Desk in Library |
| [ ]  | Set up [email alias](https://it.mst.edu/services/email/faculty-staff/) (if desired) and set up [email signature](https://brand.mst.edu/digital-templates/email/) |
| [ ]  |  |
| [ ]  |  |

|  |
| --- |
| Wednesday, Month XX, 202X |
| *Meetings* |
| [ ]   |  |  |
| [ ]  |  |   |
| [ ]  |  |  |
| [ ]  |  |  |
| *Onboarding Tasks* |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |

|  |
| --- |
| Thursday, Month XX, 202X |
| *Meetings* |
| [ ]   |  |  |
| [ ]  |  |   |
| [ ]  |  |  |
| [ ]  |  |  |
| *Onboarding Tasks* |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |

|  |
| --- |
| Friday, Month XX, 202X |
| *Meetings* |
| [ ]   |  |  |
| [ ]  |  |   |
| [ ]  |  |  |
| [ ]  |  |  |
| *Onboarding Tasks* |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |

|  |
| --- |
| Additional Meetings and Tasks in First Month |
| *Meetings* |
| [ ]   | (*List upcoming team, department, and other relevant meetings and make sure they are added to the calendar invites/relevant D-Lists*) |
| [ ]  |   |
| [ ]  |  |
| [ ]  |  |
| *Onboarding Tasks* |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |
| [ ]  |  |

### Additional Resources

#### Key Contacts

* **Supervisor:** [email, work phone, cell phone, office location]
* **Point of Contact if Supervisor is not available:** [email, work phone, cell phone, office location]

#### Department Resources

[**S&T Leadership**](https://chancellor.mst.edu/leadership/)

#### Links to Bookmark