ONBOARDING GUIDE



1



Preboarding

2



Welcome

3



Set up

4



Integration

University of Windsor

HUMAN RESOURCES

www.uwindsor.ca/humanresources

Manager's Onboarding Resource - New Employees

This resource has been designed to assist managers with the general employee onboarding process. Please note that you will have additional position and area-specific onboarding requirements and resources to support new employee orientation.

---

1 PRE-BOARDING

Employee Pre-Onboarding

- Employee accepts position offer and submits required documentation in UWinsite People
- Employee contacts Parking Services directly as needed:
    - Employees connect directly by phone or emails parking@uwindsor.ca to check available parking lot options. Submits a Parking Application. Payroll deductions for parking fees are available for permanent full-time employees.
- Manager sends Team Announcement
- Manager submits employee onboarding ticket with IT Services as outlined below and follows up on other requests as needed:
    - Request Key/UWinCard Access from Key Control
    - Request Business Cards from the University Print Shop
    - Request Workstation/Office Name Sign

Employee ITS Onboarding Request

- Manager submits an ITS ticket which covers the following items:
    - UWin Account creation (includes UWin ID and password)
    - Corporate Cell Phone – as needed and approved for the new employee's use
    - Telecommunications set up (includes phone, extension, and long distance code)
    - Access to shared email accounts, OneDrives, and other systems such as UWinsite Student and UWinsite Finance.
      A separate ITS ticket is required for laptop redeployment or new laptop set up.

- It is recommended that the new employee onboarding request be submitted **at least 5-10 business days before a new employee's start date.**

2 WELCOME

Employee Meeting Scheduling and Check In

Department and Team Meetings:

- Questions to consider:
    - Ask about the employee about the specific skills and experience that they bring to the team and are excited to leverage in their role. This can help you assign tasks/responsibilities that align with their capabilities, and demonstrates that you value their skills, encouraging them to contribute in meaningful ways.
    - Ask about the employee's short-term and long-term career goals, and how you can support them in achieving them. This can help align their interests with suitable opportunities and development paths.
    - Ask how the employee prefers to receive feedback, and how often they would like to schedule check-ins to discuss their progress. This can help you tailor your communication approach to ensure they feel comfortable and motivated to grow.
- Probation performance reports (not applicable for a realignment process)
    - Due in accordance with the guidelines established by the collective agreement.
    - Upon completion and review of the report, please have the new employee sign the form.
    - Return signed report to Human Resources.

3 SET UP

Employee ITS Computer Request

Submit a ticket for computer set up at:
https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceDet?ID=10884

- The employee's laptop or desktop set-up can take ITS up to 5-10 business days for redeployment of an existing device. If a device needs to be ordered, please begin the procurement process as early as possible prior to the **employee's start date.**

4 INTEGRATION

Onboarding Resources

Key Resource: www.uwindsor.ca/humanresources

Resource Area	Topic:
New Employee Introductions and Check In	- Provide team introductions and office tour - Provide departmental fire evacuation procedures and overview of the First Aid Program, Location of First Aid Kits and First Aiders by Building - Review departmental organizational structure and reporting - Ensure workstation is ready to go and supplies are provided - Review the University observed holiday schedule, vacation entitlement and request process in UWinsite People - Check that employee creates an Outlook email signature – see sample at end of this document - Recommend booking a campus tour for the new employees
Access Check	- Check computer set up, systems and OneDrive access - Ensure that required keys and prox access on the employee's UWinCard was requested or submit a request with Key Control. The employee may need to schedule an appointment with the UWinCard office for a new UWinCard. - Confirm that the employee has set up multi factor authentication and emergency contact information in UWinsite People.
Mandatory Training and Self-Identification Survey	**Mandatory Training** All new employees must complete mandatory health and safety training modules as well as Cybersecurity training. **Self-Identification Survey** This survey will be used for the purpose of developing and delivering initiatives to promote equity at the University of Windsor, and can be accessed through the Self Identification Survey page.

Manager's Onboarding Resource - New Employees

Resource Area	Topic:
General Resources	- Campus Map - Campus Online Directory - UWinsite People – HR and Payroll Self-Serve System - Multi-factor authentication - Office 365 Web Portal – portal.office.com (sign in with UWinID/password) - Payroll Schedule - University Holiday Schedule - Voicemail-Website Call Pilot
Equity, Diversity & Inclusion Resources	- University of Windsor EDI Resources and Initiatives
Employee Safety and Wellness (ESW)	- ESW Homepage - Information related to health and safety and committee member listings and minutes - Workplace Violence & Harassment Policies
Indigenous Resources and Initiatives	- University of Windsor Indigenous Resources and Initiatives

IT Services and UWinsite People Resources	- IT Support
	  ○ Supports Ticket Submissions and Chat Feature
	  ○ Getting Started – Staff
	- Office 365 and Training Options
	  ○ https://www.uwindsor.ca/itservices/tech-talk
	  ○ https://support.microsoft.com/en-us
	- UWinsite People
	  ○ System Sign in
	  ○ Training and Resources
	  ○ TeamDynamix Knowledge Base Articles
	  ○ Support Ticket Submissions

Public Affairs and Communications (PAC)	- PAC Services- central resource for strategic communications, marketing and advertising, graphic design, website content and design, media and public relations, social media, and audio-video production - UWindsor News - University of Windsor's Strategic Plan "Aspire - Together for Tomorrow"

Manager's Onboarding Resource - New Employees

Resource Area	Topic:
Procurement Programs	- PCard Program – University purchasing card. Review the purchasing process for your department. - Procurement Employee Discounts - Procurement forms, resources and policies including Travel & Entertainment Expense Policies - Telus Corporate Mobility Program
Professional Development	- Leadership Development Fund for Marginalized and Historically Underrepresented Groups - Professional Development Calendar
University Policies	- University of Windsor Policy Library - Human Resources Related Policies - Health & Safety Related Policies and Procedures
Employee Wellness	- Employee and Family Assistance Program (EFAP) - Employee Mental Health Strategy - Toldo Lancer Centre Membership
Transportation	- Information related to electric vehicle charging stations, Windsor-Essex Transit, Bike Racks on campus can be found on the Environmental Sustainability @ UWindsor website.
Campus Tours	- Book an In-person UWindsor Campus Tour - UWindsor Campus Virtual Tour

Manager's Onboarding Resource - New Employees

Outlook Email Signature Sample



First and Last Name (Optional Pronouns)
Position
Department
T 519-253-3000 ext. 1234
C 123-456-7890 (Optional)
uwindsor.ca/departmentwebsite

Optional Messaging for Outlook Email Signature:

Disconnecting from Work:
This email may have been sent at a time outside of the University's regular office hours. Please do not feel obliged to reply outside of your work hours.

Land Acknowledgement (employees can personalize their acknowledgement):
The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. As we make this land acknowledgement, it is also important that we continue to do the work to address systemic and historic injustices.

Confidentiality:
The information in this e-mail is intended solely for the addressee(s) named and is confidential. Any other distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please reply by e-mail to the sender and delete this message.