

Congratulations on Your New Hire!!!

The training – or on-boarding – you provide for your newly-hired employee is one of the most critical factors in determining how this employee will perceive you, your department and the University of Hartford as a whole. A comprehensive departmental orientation and training program can create an immediate positive impression on the new employee as well as provide the foundation necessary for your new hire to quickly become a productive contributor within your department.

Provide a welcoming environment to your new employee by clearly explaining the following:

- Various aspects of department life
- Your expectations as a supervisor
- Introductions to internal and external constituencies
- Time reporting and pay practices
- Emergency procedures

Your new employee will be provided with a Department Orientation Form during the benefits orientation conducted in HRD. This form identifies the overarching items listed above as well as several other important introductory topics. Please be sure to review each one of these items in detail with your new employee. You should try to complete these discussions within the first week of your new employee's arrival

Some pre-arrival, in-house preparations that you can do to assist your new employee in his/her transition into a new job include the following:

1. Once your new employee is hired, an HR record in BANNER is created. HRD will then receive an email notification that the employee's email address and ID number have been created and will forward the necessary information to the hiring manager or departmental administrator.
2. The department designee may request necessary employee accesses including, but not limited to, a telephone number assignment, BANNER, Argos, and other University systems. Contact the Information Technology Services at helpdesk@hartford.edu to make requests as needed.
3. Request swipe key access and/or physical keys for the new employee's building and office space: [Building and Room Access Request Form - University of Hartford](#)
4. Make sure the new employee's work space is set up with all of the equipment and/or basic office supplies needed to perform the job.
5. Establish a 2–4-week training schedule to assist the new employee in acclimating to the position.