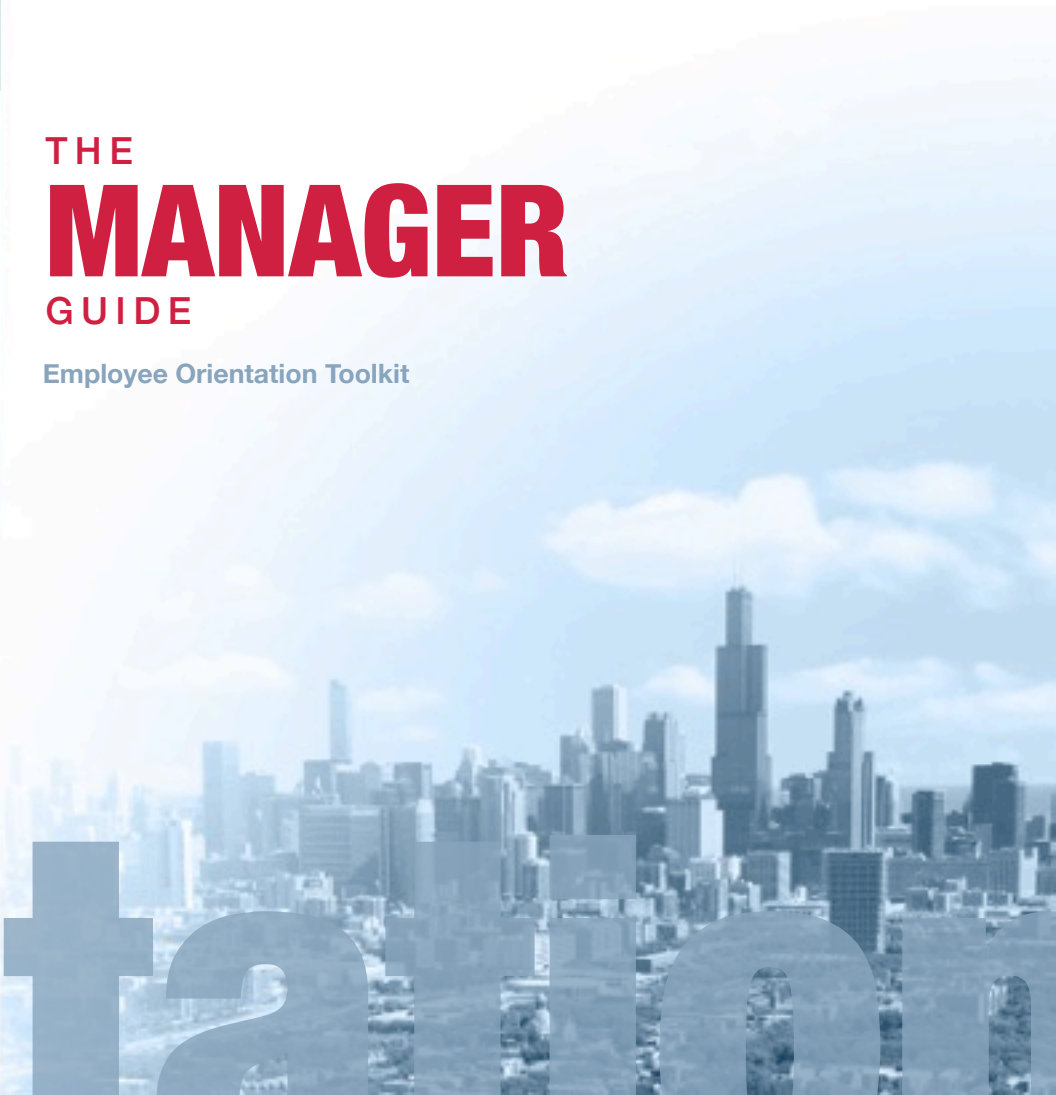




**UIC**  
UNIVERSITY  
OF ILLINOIS  
AT CHICAGO

THE  
**MANAGER**  
GUIDE

Employee Orientation Toolkit



# Orientation

# Welcome

## Manager Roles

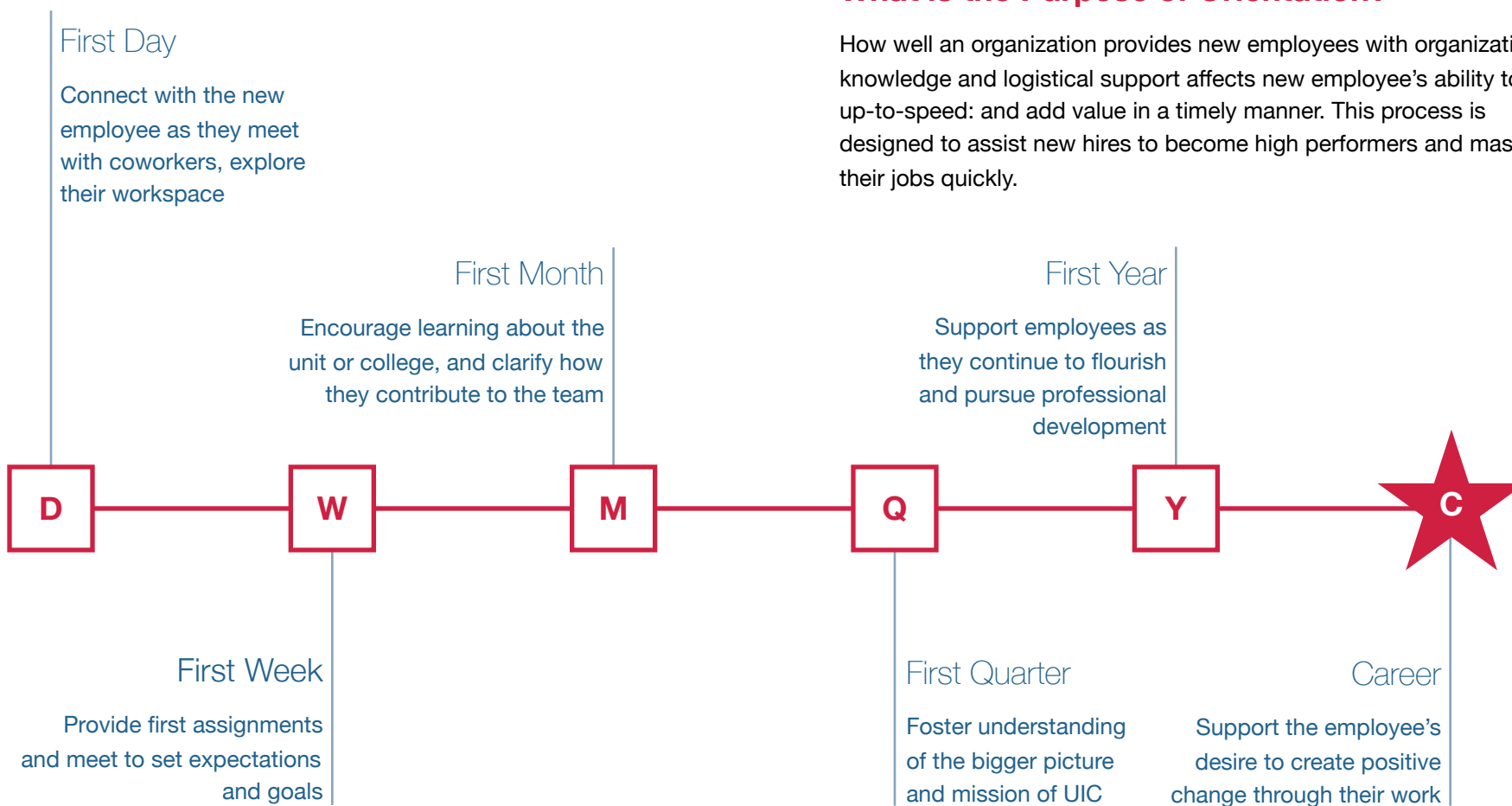
The manager's role during the new hire orientation process is to establish job expectations and foster support as new employees learn UIC culture and processes. Managers are encouraged to assign a peer mentor to each new employee. Peer mentors advise and support new hires through the first days and weeks, helping new staff members understand the workplace, localized processes, and organizational culture.

Approximately 1 out of 4 new hires leave their position within the first year. Onboarding programs increase the likelihood of retention by supporting new employees as they learn about the new work environment. Supporting new employees during the first months of employment helps to build a relationship of trust and mutual respect.

# Orientation

## What is the Purpose of Orientation?

How well an organization provides new employees with organizational knowledge and logistical support affects new employee's ability to "get-up-to-speed": and add value in a timely manner. This process is designed to assist new hires to become high performers and master their jobs quickly.



# Preparing



## Preparing for the First Day

- Welcome new employees sending a personalized message via email or post. (A welcome message template is provided for convenience.)
- Identify current team member to greet the new employee (if the manager is not available).
- Confirm a peer mentor. Ensure mentor is ready to connect with and introduce the new hire to the team
- Plan to have a lunch meeting with new hire on first day. (A form to help plan the meeting is provided for your convenience.)



# Day



## First Day

When beginning a new job, the first day is pivotal. New employees arrive excited about beginning a new position. Engaging new hires from the first day is an excellent way to capture that energy and help them hit the ground running.

- Be available to the peer mentor and new employee on the first day in case of unexpected situations
- Hold a lunch meeting to welcome the new team member to discuss their role and how it relates to your goals and UIC's goals

# Week



## First Week

New employees will spend the first week focusing on understanding their assignments and responsibilities and setting specific goals. Guide new employees during the first week by:

- Meeting to review the job description and discuss job expectations including the Employee Performance Review Process
- Providing initial instructions or work assignments to the employee
- Informing of any required role-specific training
- Describing how the unit or department contributes to UIC as a whole
- Arranging for the new hire to learn about key units and individuals internal and external to your area with whom they will collaborate in their job

# Month



## First Month

During the first month new employees continue to learn about work requirements and resources supporting the work; complete required training, review professional development opportunities, and enhancing knowledge and skills through learning opportunities. They will also become more familiar with the Campus. You can assist them by:

- Providing advice, support, and clarification as they work to meet expectations
- Encouraging attendance at a University event
- Discussing a current Official Announcement or other official communication, providing context about the content and the source of the communication (this may be delegated to a peer mentor)
- Coach the employee about [leadership structure](#)

# Quarter



## First Quarter

The basics of the role should be mastered during the first quarter. It is now time to learn about the bigger picture, how their contributions support what UIC makes possible, and discover ways to get involved and pursue interests through Campus organizations.

- Invite your new employee to shadow you and observe a key function of your area (e.g. leadership meeting or meeting with vendor)
- Encourage attendance at University sports, cultural, or informational events
- Continue to give advice and answer questions



# Year



## First Year

Employees should continue to seek performance feedback and guidance as they grow in the new role. Full time employees participate in the Employee Performance Review Process (EPR) toward the end of their first year. During this time, continue to foster development through:

- Continuing performance feedback; reinforcing desired behavior and providing direction to course correct.
- Celebrating the first year anniversary of the employee's start date.
- Encouraging participation in opportunities to learn and meet colleagues through Campus organizations e.g., [Chancellor Committees](#), [Academic Professional Advisory Council](#), [UIC Staff Advisory Council](#), or [Office of Faculty Affairs](#).
- Participating in EPR to review first year job-related performance.
- Setting goals and expectations for the next year.

The word 'Career' is written in a large, light blue, sans-serif font across the top of the page, partially overlapping the image of the building. The background of the page is a photograph of a tall, modern white building with a grid-like facade, set against a blue sky with some clouds.

### Career

Management efforts and continued support position new employees to explore professional opportunities, perform meaningful work, and contribute to the accomplishments of the University. This is the process to retain talent needed to move UIC forward.