MEETING OVERVIEW

In the meeting, we discussed the new onboarding initiative. Below is an overview of what was covered. Kimberly Ferguson (Human Resources) delivered a brief presentation on the new Onboarding at TCNJ. The presentation covered the following:

a) Overview of Onboarding at TCNJ
   - What is it?
   - The Three Stages
   - Mock Up of Onboarding Experience

b) Our Onboarding Goals

c) The Council’s Role: The council will contribute to this project by providing input in the areas of the Onboarding Learning Track Design, Marketing, and Review

d) Target Roll-Out: Fall 2015

The slide deck of the presentation is attached, and begins on page 3 of this document.

NEXT STEPS

As discussed in the meeting, Kimberly would like to separate the council into two groups: Learning Track Design and Marketing

- Learning Track Design: Those assigned to the Learning Track Design group will be responsible for assisting in the development of a Professional Development learning track for new employees and managers of new employees:
Participants of this group will provide suggestions of online courses (via Lynda.com) and instructor led training that could be a part of the onboarding training track by

- Reviewing similar institutions’ onboarding programs
- Reviewing Lynda.com course offerings
- Reviewing instructor led-training options

- **Marketing:** Those assigned to the Marketing group will be responsible for assisting in promoting the roll-out of the onboarding initiative and website.

  Participants of this group will provide suggestions for website content, as well as strategies to get “buy in” from supervisors and managers across campus by

  - Reviewing similar institutions’ websites
  - Leveraging existing relationships across campus

Please email Kimberly at fergusok@tcnj.edu, with your group preference (Learning Track Design or Marketing). Additional instructions will follow.
Overview of the New Onboarding Process at TCNJ

Prepared for Meeting with the Human Resources and Staff Development Council
February 4, 2015 @ 10:00am

The New TCNJ Onboarding Process

Onboarding at TCNJ is the process through which new employees acquire the necessary knowledge and behaviors to become effective and successful members of the campus community. The Onboarding process is more than an orientation program, and consists of six to twelve months of information sharing, training, mentoring, and coaching throughout the employee’s transition.
Onboarding Matters

According to research conducted by the Aberdeen Group in 2008, 86% of respondents agreed that new hires make their decision to leave or stay within the first six months.

"Organizations with a standard onboarding process experience 54% greater new hire productivity and 50% greater new hire retention"

Onboarding has been proven to maximize employee success.

Facilitate employee's ability to be effective in new role

Reinforce the employee's decision to join TCNJ

Enhance productivity by providing access to resources/information

Encourage commitment from campus community

Engage the employee

Increase new employee retention rate
STAGES/ AREAS OF FOCUS

Preparation/Orientation
Role Integration
Campus Engagement
Follow-Up

Your Role

Curriculum Design
• Assist in research surrounding Professional Development for new employees and managers
lynda.com & ILT

Marketing
• Assist in the Marketing of the initiative
• Website Input & Research
• Information Sessions

Review
• Review of the overall program to ensure that each area of focus is adequately addressed
Curriculum Design

- Assist in research surrounding Professional Development for new employees and managers

lynda.com & ILT

Your Role

ONBOARDING at TCNJ

Welcome to the Pride!

Preparing for Your First Day
Benefits

Onboarding Resource for Supervisors, Managers, & Mentors

Welcome at TCNJ

Preparing for Your First Day
Benefits

Welcome to the Pride!

Preparing for Your First Day
Benefits

Welcome to the Pride!

Preparing for Your First Day
Benefits

Welcome to the Pride!

Preparing for Your First Day
Benefits

Welcome to the Pride!

Preparing for Your First Day
Benefits

Welcome to the Pride!
Next Steps

Curriculum Design
• Assist in research surrounding Professional Development for new employees and managers
  lynda.com & ILT

Marketing
• Assist in the Marketing of the initiative
• Website Input & Research
• Information Sessions

Next Steps
Target Roll-out: Fall 2015

Feedback/Idea Sharing:

Email
• Curriculum Design Ideas
• Website Input
• Ideal Process?

Next Meeting:
• Manager’s Toolkit
• Onboarding Schedule for New Employees