

Pathway Goal: Infrastructure and Shared Governance

Action Item #
4-3

Report:
 Mid-Year: December 2016
 Year-End: April 2017

Action Item Description:

Onboarding new employees of UNLV - finalize onboarding process (from 2015-16) in order to:
 (a) determine oversight,
 (b) develop buddy program, and
 (c) evaluate/track progress.

Submitted By:

Name	Department
Michael Lawrence	Finance & Business/ Administrative Services

Working Group Members:

Name	Department
Brian Steen	Human Resources
Lori Temple	Office of Information Technology
Craig Topple	Summer Term
Erin Azua	VP for Research & Economic Development
Cecilia Maldonado	Faculty Affairs
Ngai Pindell	Faculty Affairs
Meliscia Gilbert	Budget Office
Lydia DelRio	Administrative Services
Patricia Pablo	Math Department

Provide a written overview of the year-long process for your working group.

The task force held several meetings throughout the year and was divided into three main working groups. The role of each working group was to focus on one of three areas, the onboarding toolkit, the peer connections program and onboarding compliance and oversight. The main objective of the task force was to create a UNLV onboarding program. It is the expectation of the task force that the onboarding will be integrated into the overall hiring process and be crafted to adopt a long-term approach. The onboarding process developed by this task force will include an HR developed toolkit for hiring departments and managers, evaluation survey, onboarding checklist, peer mentor program, and onboarding policy.

2016-17 Accomplishments

In the past year the committee finalized and developed a peer connections program and created a functional webpage to provide information for peers and new hires to help assimilate them into UNLV's culture. The committee also forwarded a policy to the UPC for review. Though the policy was not ultimately adopted it does outline a uniform set of roles and responsibilities that can be incorporated into a procedure that can be used to monitor compliance. Finally, the committee worked with HR to complete a web-based toolkit to assist in the onboarding process. It is the expectation that the HR webpage will be finished within the next few weeks. Attached is the sitemap that is being used by HR to create the onboarding webpage.

Recommendations

Provide the requested resources to market the peer connections program for a pilot for the fall new faculty orientation to include identifying support through presentations to campus committees and groups. Continue to show how an effective onboarding program can save money and demonstrate the business case.

2017-18 Next steps

- **What should the goals / activities be for the subcommittee?**
- **Who should be responsible?**

Create an onboarding advisory committee, find a creative and appreciated way to encourage volunteers and participation in the onboarding program. Inform and encourage the use of the onboarding checklist and the HR developed toolkit. Where possible the task force should look to incorporate onboarding into the Workday project. The committee along with HR should assess the peer connections program and onboarding program through the use of customer surveys. Most importantly, in the absence of a policy, the university must look to implement an approach to ensure compliance with UNLV's onboarding program and objectives. Assuming the subcommittee wants to continue working on this task force, I suggest we keep the same core group with Craig Topple being assigned as the core person for the peer connections programs, a representative from HR being assigned as the point person for the onboarding toolkit, onboarding coordinator training, and assessments and the Office of Faculty Affairs being responsible for compliance.

Please review the list below and “X” the appropriate box(es).

- Potential resources required
- Any reports generated by this working group
UNLV Onboarding Website Proposal ISG 4-3
- Metrics to be used
- No additional reference material

Any additional information you wish to share.

For further information:
<https://www.unlv.edu/peerconnections>
<https://www.unlv.edu/peerconnections/employee-pledge>
<https://www.unlv.edu/peerconnections/pledge-form>

UNLV ONBOARDING

Welcome Page	About UNLV	Set up for Success	Policies	The Extras	Development	Managing the Experience
<p>Write content *Note: in content include link to Faculty Orientation https://www.unlv.edu/provost/ofa/faculty-orientation</p>	<p>Our Mission & Vision https://www.unlv.edu/about/mission</p>	<p>Getting Started https://www.unlv.edu/hr/employee-info/ne *Note: Revise page</p>	<p>Policies https://www.unlv.edu/hr/policies</p>	<p>Benefits https://www.unlv.edu/hr/benefits Note: this is a subsection of Getting Started)</p>	<p>Develop Professionally https://www.unlv.edu/hr/staff-development</p>	<p>Managers Toolkit for New Hires https://www.unlv.edu/hr/managers-toolkit</p>
<p>Sitemap *Note: to be added once completed</p>	<p>Our History https://www.unlv.edu/about/history</p>	<p>Employee Self Service (EQUS) https://www.unlv.edu/hr/employee-info</p>		<p>Grant in Aid https://www.unlv.edu/hr/benefits/education/fac-gia</p>	<p>Sexual Harassment Prevention Training https://www.unlv.edu/hr/sexual-harassment-prevention</p>	
	<p>Facts and Stats https://www.unlv.edu/about/facts-stats</p>	<p>Getting Connected http://oit.unlv.edu/faculty-staff</p>		<p>The Employee Assistance Program https://www.unlv.edu/hr/benefits/counseling</p>	<p>Customer Service Training: The Rebel Way https://www.unlv.edu/event/customer-service-rebels-5</p>	
	<p>The Office of the President https://www.unlv.edu/president</p>			<p>Campus Recreational Services https://www.unlv.edu/srwc/campus-recreational-services</p>	<p>Mentorship *Note: to be developed</p>	
	<p>The President's Cabinet https://www.unlv.edu/president/cabinet</p>			<p>Free Software http://oit.unlv.edu/software-and-computers/software</p>	<p>On-Board Peer Program *Note: content to be added)</p>	