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

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