



Onboarding Setup for New Employees

Overview

This job aid outlines the process of setting up the Onboarding dashboard for new hires. This is for faculty and staff only; student hires will not have a dashboard so managers will not need to complete this step.

Initiate Onboarding Setup

Security Role(s): Manager

1. Onboarding Setup is an opportunity for Managers to craft a more personal onboarding experience for faculty and staff new to St. Norbert. The task will arrive in the Workday Inbox. From the Workday Landing Page, select the Inbox.



2. Managers can craft a welcome message and add the following for the new hire:
 - a. **People to Meet (Including a Notification Subject and Message)**
 - b. **Helpful Contacts (Including a Notification Subject and Message)**Select **Submit**.

3. The process is complete. This is an example of the **Onboarding Dashboard** the employee receives.

The screenshot displays an "Onboarding" dashboard with the following sections:

- Getting Started:** Shows 0 items completed and 3 items ready. A central progress indicator shows 0% completion. A "Go to Inbox" button is located at the bottom.
- From My Manager:** A message from Jennifer Hockenbery: "Welcome to the team! You will play a vital role in helping us live out the mission of SNC and serve our students on their journey. Below are the members of our team. We're excited for you to join us..."
- People to Meet:** Lists four team members:
 - Tera Stencel, Administrative Specialist - Humanities
 - Deirdre Egan-Ryan, Professor of English and Director of Academic Service Learning
 - Gerardo Rodriguez, Assistant Professor of Theology and Religious Studies
 - Terri Schroth, Associate Professor of Modern Languages and LiteraturesA "View More" link is provided at the bottom.
- Helpful Contacts:** Lists Cosmos Kramer, Professor of History.
- Onboarding Messages:** Includes a "Mission Statement" (Welcome to SNC! Please review our mission statement here.) and "Tips for New Employees" (Click here for the New Employee Tip Brochure).