



Dear Supervisor:

Are you ready to set the stage for your new hires to thrive from day one?

Northland's New Hire Orientation program is designed to ensure you – the supervisor – have a pivotal role in integrating new employees into our vibrant campus community. From the moment the job offer is accepted, our comprehensive onboarding process assists both HR and supervisors in fostering a welcoming and productive environment.

Our Mission: Northland transforms the lives of students and our communities through a welcoming, supportive, and integrated learning environment.

The Four C's Model

- **Compliance** – Ensuring new employees understand the legal and policy requirements of their roles, including job-related required training.
- **Clarification** – Introducing the roles and expectations for the new position and how success will be measured.
- **Culture** – Describing formal and informal organizational norms, goals, and values.
- **Connection** – Building interpersonal relationships to help the new employee become part of the work group and the campus community.

Prior to Day 1: Prepare

Focus on helping the new employee feel welcome and part of the team. BE READY!

- Assign someone to greet them and provide a tour of the workspace. Point out restrooms and break areas.
- Make sure their office space is clean and set up with the necessary equipment. For example, office has been cleaned by Facilities, name card in holder, basic supplies are provided.
- [Order Business Cards](#) when applicable.
- Include welcoming gestures such as a coffee reception with coworkers or a welcome note/card signed by the department staff. We have Northland branded note cards available for employees to use at the front desk at both campuses.

Day 1: The First Few Hours

- Human Resources will meet with the new employee at the assigned time on the respective campus to complete the I-9 verification form, new hire paperwork, and other compliance requirements. A [name tag](#) and Welcome Gift will be ready and provided to your new hire at this time.
- HR will send out an all-staff welcome email introducing the new hire.
- Supervisor - schedule a time for your new hire to meet with the campus IT department to review and set up computer equipment and technology resources as needed.

A MEMBER OF MINNESOTA STATE

1.800.959.6282 | northlandcollege.edu

An affirmative action, equal opportunity employer and educator.

Day 1: Meeting with the Supervisor

- Arrange for someone to eat lunch with the new employee if you are unable to.
- Inform employee how to access the required HR and Safety training through ELM. Employee will receive an email indicating when their required training has dropped into their learning plan. Required training must then be completed within 30 days.
- Review the position description with the new hire and both should sign the PD. Send the signed copy to Michelle Benitt in HR. Give a copy of the signed PD to the new hire.
- Give them some work – there is no emptier feeling than being bored. Even if it's just, "Can you start thinking about this? Or "Have a look at this and let me know what you think." Real work.

Day 1: End of Day

Employees interested in participating in the "Employee Spotlight" section of the President's Newsletter may complete the [Employee Spotlight Online Survey](#). Please provide the link to your new employee. After receiving their online form, Marketing will contact new hires and schedule a time to take their fun individual photo for the feature.

Day 2

The supervisor should continue to work closely with the new employee for the rest of the week. Depending on the role, activities could include shadowing a coworker or colleague to learn how their job supports other parts of the organization.

Day 3

Set a time to discuss campus culture, values, and norms. Provide opportunities for your new employee to be involved with important campus events and campus committees.

Day 4 and Beyond: Department/Role-specific Training Starts.

FYI: Bargaining Unit Meeting – within the first 30 days. HR provides a Zoom meeting opportunity for the new hire to meet and visit with their respective bargaining unit representatives. This is at the employee's discretion on whether to participate.

End of First Month: Supervisor Provides a "Stay Interview."

"Now that you've been here for a month, (Name), I have scheduled some time for us to check in about how things are going. This meeting is not about skill development or work goals; I want to learn how the orientation process is going for you and how I can help you settle into your new position."

- Focus on how the employee is feeling about the position and how the orientation process is supporting their integration into the organization.
- Create a safe atmosphere for the employee to ask questions and discuss parts of the job that may be challenging or confusing.
- Listen for specific actions you can take as their Supervisor to reduce barriers and provide support.



Onboarding/Orientation Survey

A tool to give the opportunity to provide feedback is being developed and will be sent to the employee.

Employee Evaluation

Probationary Employees – employees with probationary periods should receive probationary reviews. Reminders will be sent. Supervisors should actively observe and evaluate new employee performance. If any issues arise, contact Human Resources.

Supervisor's: Report feedback about the orientation process to the People Development Workgroup.

Take the first step in transforming your new employees' journey. Embrace the New Hire Orientation program and watch as your team grows stronger, more connected, and ready to tackle their responsibilities with confidence and enthusiasm. Contact HR today to learn more about how you can enhance your onboarding process with our proven strategies.

A MEMBER OF MINNESOTA STATE

1.800.959.6282 | northlandcollege.edu

An affirmative action, equal opportunity employer and educator.