Your Personal Onboarding Guide
Congratulations, and Welcome to Colby College!

We are delighted to have you join us. Colby is among the best liberal arts colleges in the United States, and we are proud of our national and international reputation for excellence.

We are dedicated to the education of humane, thoughtful, and engaged persons prepared to respond to the challenges of an increasingly diverse and global society and are committed to fostering a fully inclusive campus community for students and employees.

This guide can help equip you with important tools, steps, and resources to be successful in your new position and in making a difference at Colby.

Adjusting to a New Workplace

Joining any organization can be both exciting and intimidating. It’s a time to learn, adjust and get settled in while balancing the importance of thinking forward. Success is at the top of your mind, and you may feel like you need to demonstrate your value.

Onboarding (the process of integrating new hires into an organization) is not perfect and your coworkers and colleagues aren’t professional trainers. They have their regular jobs to do and deadlines to meet. Helping you get on-board and up-to-speed is extra work for them, and they realize that a few mistakes are inevitable as you acclimate.

You can start making an immediate contribution to the job and to the team by taking charge of your development.

Taking Charge

Each orientation experience is different and depends greatly on your effort to take charge of your own onboarding. This is your:

- Opportunity to build relationships with your team and across departments to foster campus-wide success.
- Time to partner with your supervisor to develop goals and clarify expectations.
- Path toward professional growth and career development.

Taking charge is taking responsibility!

We encourage you to be open and interested, to seek resources, to ask questions, and to take actions to assist in your development. Use this guide to acclimate to your new role, to develop your goals, and to utilize important Colby resources to be successful.

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Your First Week - Month

During your first week on the job, you should complete important paperwork, meet with your supervisor and departmental colleagues, and “get connected” in a variety of ways. Over your first month, you should also gain a general understanding of Colby and learn about your surroundings, including the systems used and peers in other key areas.

☐ Meet with HR/Complete New Employee Paperwork

*(must be completed on or before your first day of work)*

Complete or finalize your paperwork with Human Resources (HR), including:

- Personal Information Form
- I-9 Employment Eligibility Verification
- State and Federal Tax Forms (W-4)
- Direct Deposit Authorization
- Motor Vehicle Records Check Permission Form
- Colby Motor Vehicle Operational Requirements Acknowledgment

☐ Meet with Your Supervisor

Meet with your supervisor to discuss and learn about duties and responsibilities (see the exercise on Page 6) and work behaviors, standards, and expectations (including work hours, dress code, etc.); to be introduced to teammates and other members of the organization with whom you’ll interact regularly; to get a tour of the department and work area, and to review other roles and relationships within the department as well as processes, data, and tools.

Take action by:

- Meeting with the key people, departments and customers that will impact your work and/or provide you with insight
- Utilizing student workers as a resource to learn about internal terminology and technology
- Reviewing work from your predecessor (if applicable)
This short questionnaire is designed to help you prepare for orientation meetings with your new peers. By thinking about these questions before sitting down with each person, you will be able to shorten the time it will take to build a solid working relationship and learn the “unknowns” of your new job.

Building the Foundation

1. What are your responsibilities and how does your role fit within the team and organization?
2. What are your expectations of me and my role?
4. What are the three biggest things that I can do to help you?
5. What are the team’s strengths and weaknesses? What are yours?

Understanding Personality and Work-Style Preferences

1. What is the path that led you to this team?
2. How do you prefer I communicate with you (e.g. e-mail, phone, in-person)?
3. How do you like to be approached regarding an issue or challenge?

Discussing Your Transition-Related Concerns/Issues

1. What are you looking forward to as I step into this role?
2. What are your greatest concerns as I step into this role?
3. What are my day-to-day responsibilities? What do you view as the challenges of my role?
4. What general advice or guidance do you have for me?
5. How will my performance be measured during my transition and beyond?
6. Do you have a sense of how the team might be able to score a “quick win”?
7. What insight do you have on my manager’s style?
Get Connected and Setup

Ensure you have access to work settings and systems. Familiarize yourself with the College’s technology by setting up your email, your voicemail, and phone settings, and review resources from our Colby website pages like myColby, the online directory, and the HR site.

Take action by:

- Obtaining your ColbyCard (ID) by calling ahead and scheduling with the ColbyCard office, located in Garrison-Foster
  - Use your own photo on your ID by emailing a picture from your Colby account to the ColbyCard office at ColbyCard@colby.edu
- Setting up and creating your username and password for your email (by calling ext. 4208)
- (If you will have voicemail) Creating a greeting and update it periodically
- Obtaining a parking sticker from Security, located in Roberts, for all your transportation vehicles
- Scheduling a tour with Admissions (by calling ext. 4800) to become more familiar with campus and to gain an inside look into the student perspective
- Exploring our HR webpage for new employee information, benefits, staff handbook, and other resources
- Leveraging our Academic ITS (http://www.colby.edu/acits/) resources like Lynda.com

Contacts:

- ITS:
  - Cell phone support: ext. 4222
  - Department phone support: ext. 4238
  - General Help Desk: ext. 4222 or support@colby.edu
- Security: ext. 5530
- ColbyCard office: ext. 4130 or ColbyCard@colby.edu
  - http://www.colby.edu/administration_cs/financialservices/colbycard/
- Admissions: ext. 4800

Suggested Lynda.com Courses

- Lynda.com for Colby Staff (http://www.colby.edu/acits/lynda/)
- Lynda.com - Gmail Essentials (https://www.lynda.com/Gmail-tutorials/Gmail-Essential-Training/791338-2.html)
Attend New Hire Orientation

Obtain an overview of Colby College, learning the history, culture, expectations, and campus. Review important benefits for enrollment and additional perks of working at the College.

From my orientation, I need to follow up on:

1. 
2. 
3. 
4. 
5. 

Specific Locations/Departments/Phone Numbers to remember:

Remember to enroll in your benefits ASAP; you are encouraged to do so within 2 weeks of your hire date!

Contacts:

- Human Resources: ext. 5500
- Benefits (HR): ext. 5503 or rose.griffin@colby.edu

Suggested Online Resources:

- EEO and Harassment policy
  (http://www.colby.edu/humanresources/harassment-and-sexual-harassment-policy-and-complaint-procedures/)
- Human Resources webpage
  (http://www.colby.edu/humanresources/)
  - Benefits Information
    (http://www.colby.edu/humanresources/benefits/)
  - Staff Handbook
    (http://www.colby.edu/humanresources/staffhandbook/)
  - Supervisor’s Toolkit
    (http://www.colby.edu/humanresources/resources/)
- myColby.edu (https://my.colby.edu/ics/ - Your portal for email, calendar, Moodle, online directory and other resources)
Employers and business leaders need people who can think for themselves – who can take initiative and be the solutions to problems.
- Stephen Covey
**Between 3 – 6 months**

☐ **Create an Individual/Personal Development Plan**

In support of achieving your goals, develop an individual development plan to assess areas for professional development and performance needs.

As part of this plan, consider the skills you need, the goals and actions you need to accomplish, and resources that will help you. (Remember to check in with your Supervisor regularly to be sure you’re on track.)

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**Again, congratulations, and welcome abroad!** We hope this guide will help you with adjusting to your new role at Colby. Please remember that the Human Resources staff is here to help, so please do not hesitate to reach out (Roberts 119, ext. 5500).