

COURSE OVERVIEW

COURSE NAME

Orientation and Onboarding for Success

FACILITATION

Discussion will be guided by Mary Earhart with Dawn Aziz, Organization & Employee Development

COURSE LENGTH: 3 HOURS

COURSE DESCRIPTION

This course will provide **Talent Management Coordinators** with an overview of the E-Verify process, new hire forms and the four elements of WSU's orientation and onboarding process. Participants will capitalize upon S/C/D best practices to explore options for creating a plan to consistently onboard and acclimate new employees in their region.

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Perform the E-Verify procedure
- Access new hire forms
- Be familiar with the new employee orientation paperwork
- Distinguish between employee orientation and onboarding
- Describe the four elements of WSU's onboarding process
- Determine the elements that should be included a S/C/D driven onboarding process
- Discuss the challenges and opportunities of acclimating and integrating new employees in their region
- Share onboarding best practices
- Develop a plan for consistently onboarding new WSU faculty and staff in their region as a member of Client Services
- Identify how managers in can support the integration of the new employee into the S/C/D

PREREQUISITES

Prior to this module, it is recommended participants complete:

- WSU eLearning. To access, login to Blackboard.
 - [Form I-9 Lesson 1: Basic Concepts](#) (link to Blackboard)
 - [Form I-9 Lesson 2: I-9 eXpress](#)
- A review of the *New Employee Start Up* links in the Resource Portal

- A review of key WSU website links:
 - [WSUs Virtual Office](#)
 - [WSU Onboarding Overview](#)
 - [WSU New Hire Forms](#)
- Accelerate eCourse: [Strategies for Successful Employee Onboarding: An Introduction](#) (1 hr, ID: mgmt_24_a01_bs_enus)

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references that could be referred to as needed.

- [Onboarding: How to Get Your New Employees Up to Speed in Half the Time](#) (ID: 33702)
 - Part III: Give Your New Employee a Big Head Start Before Day One
 - Part IV: Enable and Inspire Your new Employee to Deliver Better Results Faster
- [Recruiting, Retaining and Promoting Culturally Different Employees](#) (ID: 25466):
 - Chapter 5: Helping International New Hires Adapt to the Organization