Our Commitment

Workforce diversity, cultural inclusiveness, and employment equity are deeply rooted principles held at Bowdoin. Just as we are committed to a diverse educational environment for our students, we are also committed to a diverse and inclusive working community. As a community, we endeavor to be a mixture of cultural backgrounds, life experiences, and individual perspectives that add variety and vitality to the workplace. Bowdoin believes that we can learn from each other's differences and break down the barriers that separate

- Create an active, rigorous, and multi-faceted recruitment plan that includes:
  - Research and advertise in publications and websites that are targeted to underrepresented groups
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ONBOARDING

Beginning a job in a new environment can be both exciting and stressful but with thoughtful onboarding the experience can be positive and one that builds trust. The process of welcoming and assimilating your new employee, to their role and the culture, begins before their arrival and continues throughout the first year, and hopefully for years to come. According to Intrepid Learning "17 percent of companies end onboarding after the first day" yet this is just the beginning of what we hope to be a mutually promising and productive experience.

As the supervisor, you have great influence on your new-hire's success or failure! This guide is offered as a resource to help you facilitate an onboarding experience that sets the stage for the most positive initial experience possible. This, along with your ongoing support
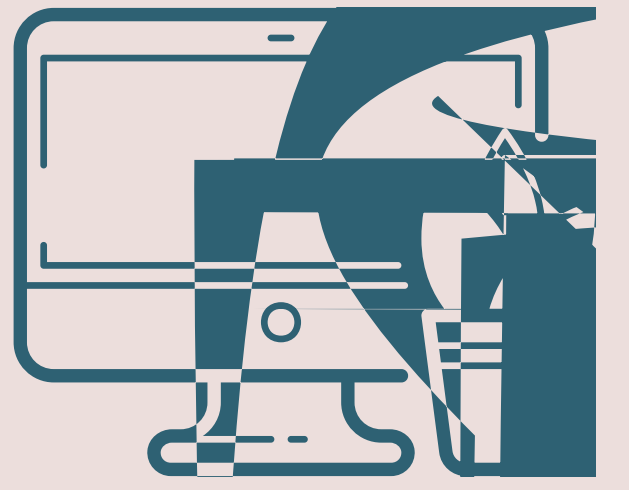
Pre-Hire:

- Check in with new hire during the pre-hire period by phone or email to see if there are any questions and to build the relationship.
    - Offer directions and employee parking info
    - Let them know who/where they should report to their first day. If for some reason their supervisor isn't available let them know who will greet them.
    - Will they be invited to lunch with colleagues their first day or should they plan to bring lunch?
    - Suggested attire and what, if anything, to bring with them on their first day
    - Ask them what immediate questions they might have
    - Does the new employee go by a name other than their legal name? What pronoun do they use?

- Ask your team to sign a welcome card and have that waiting on the new team member's desk; is there any Bowdoin swag you could add?

- Notify your team and be ready to highlight the new hire's skills and experience on day one.

- Select a mentor/buddy for the new hire and clarify their role and expectations prior to the new hire's arrival.

- Ensure appropriate systems access is granted prior to start date.

- Does HR have the employee's phone# and building location/office# as applicable? This information feeds into the directory via Workday. If included at the time of completing the online hiring proposal, then HR has what is needed otherwise, please contact Human Resources at x3076 to provide these details.

responsibilities. Encourage support in welcoming the new hire. Discuss the new hire's role with department staff, answer any questions that arise and provide clarity as needed. Imbed into this discussion why it is valuable to include people with different perspectives and skills.

‰ Plan and arrange for any necessary training over the upcoming weeks with co-workers, others on campus, formal training, etc

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Welcome

‰ Greet your new employee at the door!

‰ Introduce them to colleagues and staff members

‰ Arrange a tour of building and the work area pointing out conference rooms & restrooms (the latter should be done generally without assuming gender)

‰ Review the plan for the day/week

‰ Plan to take them to lunch, if not the 1st day then another day in their 1st week

‰ Schedule appointment with HR if Workday onboarding (e.g. I-9, W-4, direct deposit, etc...) has not
    been completed prior to their first day of employment

‰ Obtain ID card and check that access to required areas is set (One Card Office x: 4241)

‰ Issue required keys

‰ Share information on how to make internal and outgoing phone calls

‰ Common/break areas (where it's OK to smoke if a smoker or make personal phone calls if do not have an office)

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- Fire extinguishers/emergency exits/green stripe phone/first aid supplies
- Point employee to online resources, a few listed here:
  - [New Employee Resources](#)
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