

---

---

---

---

---

---

---

---



---

---

---

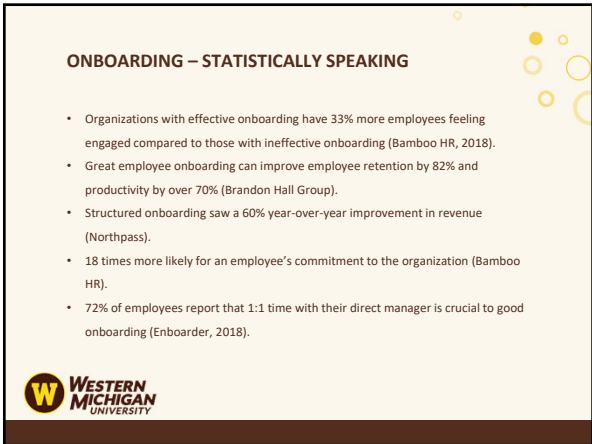
---

---

---

---

---



---

---

---

---

---

---

---

---

**ONBOARDING – STATISTICALLY SPEAKING**

- Organizations that have an excellent onboarding process experience an increased 52% retention rate of new hires (Clear Company).
- A great onboarding experience ensures 69% of employees stick with a company for three years (SHRM).
- Organizations with a standard onboarding program increases new hire productivity by 70% (Talent LMS).
- 58% of organizations say that their onboarding program is focused on processes and Paperwork (Sapling HR). Develop an onboarding program that focus on people and physical training.




---

---

---

---

---

---

---

---

**ONBOARDING**

The processes in which new hires are integrated into the organization.

- Introduce new hires to the company.
- Help onboarding run more consistently across teams and functions.
- Standardize the knowledge base all new employees will have upon finishing orientation.
- A time to check in with new employees periodically.
- Activities that allow new employees to complete an initial new-hire orientation process, as well as learn about the organization and its structure, culture, vision, mission and values.




---

---

---

---

---

---

---

---

**NEW EMPLOYEE ORIENTATION PROGRAM**

- WMU’s New Employee Orientation (NEO) sessions held weekly on Mondays, 8:30 a.m. to noon.
- All new hires required to attend first day of hire: faculty, staff and temporary employees.
- Presentation focuses on two major components:
  1. General University information; Form I-9; parking; WMU ID; payroll; intra-portal self service system; public safety; and the University’s mission, structure, and policies.
  2. Basic Benefits information (benefits-eligible employees); Health insurance options; retirement; life insurances; flexible spending accounts; forms and enrollment.




---

---

---

---

---

---

---

---


**WHAT'S AFTER NEO?**

Onboarding new employees

- Websites
- Newsletters
- Policies
- Colleagues

New employees

- Bombarded with information, finding answers to questions is not structured, feeling overwhelmed despite available resources.
- This is where we pick up with our Vice President for Business and Finance's charge to us to create an Onboarding Program.




---

---

---

---

---

---

---


---

---

---

**THE ONBOARDING CHARGE**

- Vice President for Business and Finance
- Appointed an Onboarding committee chair
- Asked direct reports to submit names of employees who'd make a good committee
- New employees recently hired
- Long-term employees
- Across the VP unit




---

---

---

---

---

---

---

---

---

---

**ONBOARDING COMMITTEE REPRESENTATION**

Accounting

Accounts Receivable

AVP Facilities Management

Custodial Services

Facilities Management Architecture/Design Division

Human Resources

Landscape Services

Logistical Services

Maintenance Services

VP for Business and Finance




---

---

---

---

---

---

---

---

---

---

**AREAS OF FOCUS**

- Business and Finance Collaboration
- University Application
- Department Specific Resources
- Approval



---

---

---

---

---


---

---

---

**BUSINESS AND FINANCE RESOURCES CREATED**

- Website Enhancement <https://wmich.edu/businessandfinance>
  - Onboarding Section Created
  - Supervisor Toolkit with Supervisor and Employee Checklists
  - A-Z Resources with Links and Descriptions
  - Onboarding Interactive Template



---

---

---

---

---

---

---

---

**SPECIAL ONBOARDING CAMPUS TOURS**

Partnership with Admissions

- Admissions to cover the cost of the guides
- 20-minute presentation 45-minute walking tour
  - Will follow the Student Tour template
  - Have employee content with WMU history
- Why WMU is a Special place to be – Employee & Student
  - Campus buildings
  - Bronco pride
  - Recruitment (University employee ambassadors)
  - Tuition benefit and tuition remission



---

---

---

---

---

---

---

---

**UNIVERSITY APPLICATION**

- Supervisor Onboarding Toolkit
- Supervisor Checklist
- Employee Checklist
- Resources Available
- Onboarding Excel Interactive Template
- New Employee Campus Tour When Perfected



WESTERN MICHIGAN UNIVERSITY

---

---

---

---

---


---

---

---

**ACCOMPLISHED ACTIONS**

- Presented to OBF Leadership Team
- Communication: Email & Division Newsletter
- Launch of the Website and Tools



WESTERN MICHIGAN UNIVERSITY

---

---

---

---

---

---

---

---

**Vice President Onboarding Welcoming Video**



WESTERN MICHIGAN UNIVERSITY

---

---

---

---


---

---

---

---

Questions and Answers



WESTERN MICHIGAN UNIVERSITY

---

---

---

---

---

---

---

---

Thank You!



WESTERN MICHIGAN UNIVERSITY

---

---

---

---

---

---

---

---