



## Division-Wide Onboarding Process

### Transitioning from Onboarding to Long-term Engagement

Employees should still be engaged within their positions and offices after they've been successfully integrated into their role. This can generally be facilitated by having a conversation, or scheduled check-ins with the new employee on what they need to continue being successful and moving forward.

#### DIVISION RESOURCES

- The Division Resource Center: the Division Resource Center includes materials on onboarding and employee engagement.
- Division Mentoring Program: Though not exclusively for new employees, this is a new program being offered to anyone in the division. Look out for more information coming soon.
- Engagement Advisory Roundtable (EAR): The EAR Committee focuses on employee engagement throughout the committee. Contact them with questions and/or ideas by emailing Jerri Weston at [jweston@montana.edu](mailto:jweston@montana.edu).
- Calendars of Events: MSU Today, HR, and UBS all provide calendars of trainings and professional development opportunities, as well as important MSU events

#### OTHER IDEAS FOR LONG TERM ENGAGEMENT

- The Division Passport: assignments for the new employee to complete to learn about the whole division
- Liaison duties: Having new employee find new ways to connect with other offices to make a process more efficient, create more buy-in, or to solve a problem
- Boot-camp: sending employee to work for a day (or a few) with a different office, until they achieve a Division cross-disciplinary knowledge
- Committees & Extra-curriculars: Encourage or nominate your employees for specific opportunities they may be interested in, or that cater to their goals
- Check-ins: Make goal setting and benchmarking a priority, and check-in with employees on how they are doing.