

Onboarding Ambassador Action List

Before the Employee's First Day

Welcoming your new employee begins as soon as they accept the job!

Connecting and Culture

- Meet with the hiring manager / onboarding lead to review "[Suggestions for the New Hire Ambassador](#)" (pdf), and to go over the employee's first day and week's schedule

First Day and Week

Onboarding goes far beyond training!

Connecting and Culture

- Have the first Onboarding Ambassador session with the new employee (see "[What happens during an ambassador session?](#)")
- Invite the employee to meet at regular intervals for the first 3 months

Touring Work Space

- If the employee is working onsite or onsite-flex, give a tour of the building. Include:
 - Restrooms
 - Break area or lunch room (and explain any procedures or norms for the area)
 - Emergency and First aid supplies
 - Emergency exits and procedures including evacuation plans
 - Coffee / tea locations, vending machines, dining hall if applicable
 - Local lunch options and locations
 - Supply room (and explain any procedures or norms for the area)
 - Photocopier / printer / scanner (and explain any procedures or norms for the area)
 - Mailroom and intercampus / outgoing mail (and explain any procedures or norms for the area)
 - Shredding bin
 - Any other important features of the building not included in this list
 - [Lactation room](#)

Onboarding Ambassador Action List

- If the employee is working onsite or onsite-flex, give a tour of the campus if applicable. Include:
 - Public Safety
 - Enrollment Services (to get an [Employee ID Card](#) if employee does not need an access badge)
 - Dining hall, coffee shops, food vendors
 - Good lunch options nearby
 - Library
 - Sports facilities
 - [Lactation room](#), if not included in the building tour
 - Parking
 - Bookstore
 - Any interesting or unique features, services, or buildings (such as learning gardens, public art, multicultural centers, art galleries, event spaces etc.)

Access and Technology

- Assist the employee with completing any unchecked items of the 'Your First Week' portion of the [New Hire Checklist](#)

First Month

Welcoming and fostering a newcomer extends well beyond the first week!

Connecting and Culture

- Continue to meet the new employee at regular intervals. If the new employee is growing more comfortable and accustomed to their new environment, taper the frequency of meetings down
- Introduce the new employee to others around the area. Help them build their network and support at the college. Offer to assist in arranging meetings and/or introductions

Access and Technology

- Assist the employee with completing any unchecked items of the 'Your First 30 Days' portion of the [New Hire Checklist](#)

Onboarding Ambassador Action List

First 90 Days

Cultivating a sense of belonging takes time and effort.

Connecting and Culture

- Continue to meet with the employee. If the new employee is at a point where they feel comfortable and accustomed to their new environment, schedule one last ambassador session

Job Duties and Expectations

- Assist the employee with completing any unchecked items of the ‘Your First 90 Days’ portion of the [New Hire Checklist](#)

