



Supervisors Guide to Employee Onboarding
SUNY Potsdam Onboarding Records System
(SPORS)

What is the Onboarding process?

- Allows for an automated process of completing required new hire forms and documents in advance.
- Ensures new employees feel welcome and engaged confirming why they joined your department and SUNY Potsdam.
- Acquaints your newly hired employee with policies, processes, expectations, culture, key relationships, and daily responsibilities.
- Use the Supervisor Preparation Checklist (located in Appendix A) to assist you with executing an effective onboarding process.

Why is the Onboarding process important?

- Enhances SUNY Potsdam's reputation as being a top area employer that values employees.
- Provides valuable leadership for new employees.
- Increases retention of new employees.
- Reduces high turnover costs.
- Develops new staff members to become high contributors.
- Builds a more cohesive team.

Did you know?

According to material provided by the Society for Human Resource Management:

- 69% of employees are more likely to stay with a company for at least three years if they experienced effective onboarding.
- Organizations with a standard onboarding process experience 50% greater new hire productivity.

Top Onboarding Mistakes to Avoid

You have spent a great deal of valuable time and money to recruit your top candidate. The recruitment process continues well into the first few months on the job. In fact, studies have shown that new employees (87% of them according to a study by the Aberdeen Group) are not fully committed to the job for the first six months. So while your new hire is still evaluating if they made the right decision, be sure to avoid these onboarding pitfalls:

- Scheduling your new employee to start work while you are out of the office or unavailable.
- Neglecting to prepare an assigned work area and failing to supply the appropriate tools and equipment.
- Omitting introductions with department staff and/or key leadership.
- Not preparing a new employee training schedule.
- Ending the onboarding process on the employees first day.

According to the Bureau of Labor Statistics, 20 years ago the average number of jobs an individual held throughout their career was six. Today, the average number has increased to 11. The typical cost of replacing an employee is over 25 percent of their annual salary. As you can see, it is very important to use the onboarding process and tools to attract, retain and develop qualified employees.

Instructions for using SUNY Potsdam Onboarding Records System

You can access the webpage to log in to SPORS in two ways:

1. Log in through the Supervisors page on the [Human Resources webpage](#). You will select “logging in for the first time?” and follow the prompts to create your account.
2. If you have a SPOLR account, you can access the Onboarding Records System by using the arrow feature next to the “Applicant Tracking” button and selecting “Onboarding.”

Potsdam
STATE UNIVERSITY OF NEW YORK

Login

Username

Password

Remember username on this computer

[Logging in for the first time?](#)

[Forgot your password?](#)

Please use [Chrome](#), [Firefox](#), or Internet Explorer 9 or higher with JavaScript enabled.

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Once logged into the system, you will be brought to your home screen. If you have tasks associated with an assigned employee checklist, these will appear on the orange “needs attention” tab. The tasks you have completed will appear on the green “completed” tab. See screenshot below.

The screenshot displays the 'MY TASKS' section of a web application. At the top, there are two tabs: 'Needs Attention' (highlighted in orange) and 'Completed' (highlighted in green). Below the tabs, a message states 'You have 3 tasks.' A search bar is located below the message. The main content area is titled 'ALL TASKS' and features a 'Bulk Actions:' dropdown menu with a 'GO' button. A table lists the tasks with columns for 'TASK', 'RELATED STAFF', 'CHECKLIST', and 'DUE DATE'. Each task row includes a checkbox and a button (VIEW or MARK AS DONE). At the bottom of the table, there is a pagination control showing 'Go to page: 1' and 'Row count: 25', along with the text 'Showing 1-3 of 3'. The footer contains the copyright notice: 'Copyright © 2005-2017 - PeopleAdmin | View Master Subscription Agreement'.

TASK	RELATED STAFF	CHECKLIST	DUE DATE
Unclassified Payroll Authorization	Athletics Admin	New Faculty Employee Checklist	
Update PT Roster	Athletics Admin	New Faculty Employee Checklist	
Add to PT budget salary spreadsheet	Athletics Admin	New Faculty Employee Checklist	

As viewed in the screenshot below, the following are defined as:

- Task = The actions assigned to you that need your attention.
- Related Staff = The employee associated with the task.
- Checklist = The type of checklist assigned to the employee.
- View = Requires you to complete part of or all of a form. The sections you are required to complete will be indicated with an asterisks.
- Mark as Done = An action that you need to take but does not require you to complete a form through the system. In other words, once you complete that task, simply click “mark as done” to indicate that you have completed the task.

Change History

Date	Change History
6/28/2018	New Guide.

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Appendix A

Supervisor Preparation Checklist

Employee Name:

Title:

Before the start of employment:

- Email the team an informal announcement about the new hire along with a short description of the person's background and qualifications.
- Set up and ensure the employee's work area is clean and organized.
- Order business cards, keys, nameplate or any other necessary supplies.
- Be sure to schedule time on your calendar allowing you to be available during your new hire's first week.
- Create a transition plan for the new employee and those currently handling the tasks of the position.
- Add new employee to outlook calendars.
- Update internal communications and distribution lists with employee's contact information.
- Call the employee a day or two prior to arrival to answer any immediate questions.

First day of employment

- Ensure you are at work to welcome the new team member on their first day.
- Provide the training plan you prepared to the employee.
- Introduce them to other staff members in the department or work area.
- Give a tour of the office and building pointing out key locations including copier, mailroom, fax machine, supplies, restrooms, break areas, emergency exits, fire extinguishers, and dining opportunities.
- Review office procedures and guidelines (examples include office hours and time off requests).
- Provide facility information, keys and instruction for obtaining ID card.
- Inform employee about the WeComply compliance training.
- Complete any department specific forms.
- If planned, have lunch with scheduled participants, if not; make sure new employee knows where they can go for lunch and what most staff do.
- Review performance expectations and finalize performance program.
- Remind employee to visit the [New Employee website](#) for additional resources.

First week of employment

- Encourage employee to schedule individual meetings with other office staff members to learn about their roles and how the new employee will collaborate with each.
- If applicable, provide budget, finance, and purchasing procedures, including policies and procedures and information on training.
- Review your organizational chart and review how the employee's work is connected to SUNY Potsdam's mission.
- Provide information on meetings or other events on the employee's calendar.
- Introduce the employee to external constituents.

First month of employment

- Assign your new employee a buddy or mentor, someone from your team who will check in with the new employee on a regular basis and be available for questions or concerns.
- Schedule weekly meetings with the employee to monitor progress and check in.
- If the employee is on probation, ensure you are completing the reports and providing regular feedback.
- Review and provide applicable training opportunities.

First year of employment

- Continue to meet on a regular basis with the employee to set goals, review performance, and give feedback.
- Ask the employee if there are any professional development opportunities of interest. Discuss the opportunities that might be appropriate.