IPFW Onboarding Program

What is Onboarding?
Onboarding is a purposeful strategy of providing a welcoming, supportive and engaging work environment for each new or transferring employee to set the stage for employee engagement and success throughout the employee’s career at IPFW.

What is the difference between orientation and Onboarding?
Our New Employee Orientation (NEO) is actually an important component within the Onboarding program. This is a one day introduction to IPFW leadership who welcomes new employees and share our:

- values, beliefs & mission
- history and strategic plan
- uniqueness of the IPFW university environment

Onboarding is comprehensive and begins the moment their employment offer is accepted and may extend beyond their first month. It focuses on:

- affirming the employee’s right choice in their job
- integrating and adapting to the IPFW culture
- relationship building
- identifying training needs and performance goals
- establishing pattern for on-going feedback
- ensuring the employee is engaged sooner and is a positive contributor to IPFW

Why is Onboarding important?
Effective employee onboarding serves three interrelated purposes.

- Ensures that the new employee feels welcome comfortable, prepared, and supported
- Impacts employee job satisfaction and engagement
- Reduces costs, hastens time to productivity, and improves retention

Who is responsible for Onboarding?
Onboarding is successful when Human Resources, hiring supervisors and departments are all actively involved.

- HR plays a key role in the early recruitment and orientation phase and in guiding the onboarding process
- Hiring supervisors play a major role in facilitating the employee’s successful integration into the department and organization.

What does the Onboarding Program include?
A compilation of “best practices” that includes a step by step guide for Supervisors, New Employees and Ambassadors to:

- Prepare for New Employee’s First Day
- Conduct the First Day
- Conduct the First Week
- Conduct the First Month

For more information call Human Resources:
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