

FURTHER OPTIONS/ INFORMATION:

In addition to the checklist and new employee onboarding work plan, fully successful onboarding includes a greater plan with several common components. These include addressing decision making, communication expectations, and providing a buddy and a mentor to successfully guide the new employee.

Decision making:

- How are decisions made that relate to the employee's position?
- Who is responsible for making those decisions?
- Who should they ask if a decision needs to be made?
- If they are in a decision making role – who will be providing assistance/ historical context for those decisions? When will they be given full autonomy in the decision making?
-

Communication expectations:

- How do you prefer to communicate? Face to face, telephone, instant message, email. Does it depend on the issue? How does the employee prefer to communicate? How do you prefer the employee communicates with others in the organization? Do you want to be copied on all communication for a beginning period to monitor communications? Do you want to be copied if they communicate to people in other divisions, departments or higher in the hierarchy?
- Will you be scheduling one-on-one meetings? How often will these occur?
- Do you prefer that the employee set a meeting if there is an issue or do you have the ability to accommodate “drop in” interruptions and give the employee your full attention?
- If they have an idea for a change, how do you prefer to hear about it? An emerging idea or a thought out plan?
- Are there any acronyms and/or abbreviations the employee should be aware of? These should be provided on a list for their use (FBOD is an example).

Buddy System

Creating a peer “buddy” for your new employee can assist them in acclimating to their new role at King County much more quickly. Often employees leave new employment not because of the work, but because they didn't feel welcome or like they “fit in”. This is where a buddy can come into play in a way that may not be appropriate for you as their supervisor. Identification of an already successful employee who can help “show them the ropes” can help you continue the culture you want in your section. This buddy can also provide on-going support that supplements your role as the supervisor. You will need to identify and recruit a buddy for your new employee in advance of their first day. This buddy should have traits and represent the culture you wish to encourage within your group.

Some of what to look for in choosing a buddy for your new employee:

- Can be given the time to be accessible to the employee
- Holds a job similar to that of the new employee
- Possesses a full understanding of the work environment (minimum length of six months)
- Is well regarded by peers

- Has a good performance record
- Has good communication and interpersonal skills
- Has patience and is empathetic
- Has a positive attitude

The buddy should provide information to help the new employee feel comfortable in the new work environment. They should be able to clearly explain work rules, workplace norms, and unwritten policies. Ultimately they will assist in instilling a sense of belonging to the new employee. Being a buddy can also assist an existing employee on showing their ability to lead or take on additional responsibility.

Mentoring

Mentors differ from buddies in providing a career development role. They are typically in a position that the employee desires to obtain in their career path. You can assist the employee in connecting with an employee in a leadership role who can provide further development opportunities. As King County provides many opportunities for advancement, assisting the employee in finding a mentor to make them successful in this position, and possibly future positions, will encourage employee morale and engagement. It can often lead to employees recommending King County as a workplace to other great employees! Human Resources can assist you with finding a mentor for your employee. Mentoring is also a way to assist existing employees with developing their career plans.

Peer to Peer Mentorship at King County:

<http://your.kingcounty.gov/employees/HRD/Mentoring/multiscreen.html>

Leadership Academy: [onboarding slides from leadership academy.pptx](#)

Further resources on mentoring: [HRD Career & Organizational Services Online Toolkit](#)