# Onboarding - Orientation Redesign

- **Welcome - part of the team**
  - Tickets
  - Staff Recognition Day
  - Service recognition
  - Take-aways
    - Goals
  - Re-recruiting
  - Culture
- **Branding**
  - .edu message
  - Keynote of Welcome
- **WBS**
  - Integration Checklists
    - Supervisor
    - Employee
  - Survey
- **Process Timelines**
  - First Day/Week
  - First Two Weeks
  - First Month
  - Three Months
  - Six Months
- **Project Team**
  - Members
    - HR
    - Others
  - Stakeholders
- **Goals**
  - Help employees feel...
    - Connected
    - Successful
    - As quickly as possible
  - Help the college
    - Shorter time to full performance
    - Discretionary effort
    - Creative input
    - Integration into work processes
    - Talent retention
    - Savings
- **Scope**
  - Content
    - Requirements
    - Constraints
    - Quality objectives
  - Timeframe 08
    - August 31
    - September 30
    - October 31
    - November 30
    - December 31
  - Charter
    - Business driver
    - Organizational value