

Interview Notes with Michele:

- On same team as Guillermo, so the process is the same as Guillermo mentioned
- They have template itinerary they follow for onboarding process but it depends on roles if some things may change
- **Teams involved:**
 - Standard people that Guillermo mentioned
 - A Fundraiser could be an addition and they require different trainings
 - Support Staff Personnel which help with OUD 1:1 training
- **Software:**
 - Used to have onboarding task force
 - Have tried and talked about using a software
 - Have done benchmarking with other universities about 5-7 years ago
 - Software cost is a limiting factor, budget is low
 - Software has to be user friendly and automated; tracking timelines; and used for ITS and OUD
- **Tools for Onboarding:**
 - Same as Guillermo's
- **Expectations for new hires:**
 - Onboarding is combination of training and introducing them to **company culture**
 - They spread out training to prioritize it and have new hires absorb new info.
- **Onboarding thoughts and improvements:**
 - Contents of the onboarding is great and overall great process
 - It is very labor intensive (from number of documents) (**email Michele after the 8th for what documents**)
 - There is no centralized system to pick up where onboarding is left off if someone is absent

- So many people are involved
 - Could spend money on a system that is centralized because the process is very costly
- **Training:**
 - Hands-on training and shadowing others
 - Online training
- **Onboarding for temps, full time, interns:**
 - It should be the same regardless of title
 - The intensiveness of the training should be different for each role
 - Each role should be felt just as welcomed regardless of title
- **Recommended MImed, Ross, LSA regarding there onboarding process**