Interview Notes with Guillermo:

- They don't looks for new hires during the onboarding process, that's all the hiring manager and recruiters part/job
- **Onboarding starts by an email group**
  - Recruiting team lets him know of a position posted (How he is notified)
  - Schedules Onboarding meeting with different teams (Helps to get the ball rolling)
  - Waiting for offer to be extended after meeting
  - Once offer is extended, they find a start date with the recruiter and the recruiter sends an email to new hire with UofM ID number.
  - New hire creates a unique name and sends it to Guillermo and Team and Guillermo sends an official Welcome email to new hire and manager
  - Sets up itinerary, but most of the onboarding team work is done the first day of the new hire
  - Takes about 60 days before an offer is extended
    - With interns/temps and students it's a faster process (30 days)
  - Reaches out to hiring manager/onboarding team
    - Ex. DS3 Team
- **Teams involved:**
  - Hiring manager
  - Operations mentor
    - Setting up Itinerary
  - Technical administrator
    - Submit the DEV staff form
  - Development services coordinator
    - Handle setting up the ITS onboarding
      - Notified by the development staff form to give access to new hire

- ○ Learning and Engagement
    - ■ They help with access/training
        - ● Notified by the development staff form to give access to new hire
- ○ Finance and Administration
    - ■ If applicable, will help with office space
- ○ OUD (Main Reception)
    - ■ Add the employee to DEV connect and will update email lists
        - ● Notified by the development staff form to give access to new hire

- ● **Software use?**
    - ○ Onboarding is very manual and we may/may not use some automation

- ● **Tools for Onboarding:**
    - ○ Email
    - ○ Benchmark (template for emails)
        - ■ Marketing website to help send professional emails
    - ○ Google forms for onboarding meeting

- ● **Expectations for Onboarding:**
    - ○ Clear and concise instructions
    - ○ Not super overwhelmed
    - ○ Have resources they need and ask questions
    - ○ Feel Welcomed

- ● **Thoughts on Onboarding Process:**

- ○ Lots of backend work that he wishes could be less manual

- ○ Overall enjoys process and says it's working but could be better (just doesn't know how it can be better)

- ○ Wishes more people are informed about the onboarding process

- **Training:**

- ○ Depends on the Team's trainings and how they want to train

- ○ There is a standard training that everyone gets

- **Onboarding Timing:**

- ○ Meets with regular employees for 6 months to a year after first day of new hire

- ○ Doesn't meet with interns/temps and students after their first day

Shoot an email to Michelle Hughs (mkranick) - did onboarding process fully