

**New-Employee Onboarding
BU-PP 809**

Policy:

All new Baylor University staff employees are expected to attend the onboarding program to establish functionality as a Baylor employee and to learn the foundation of Baylor's culture. Onboarding begins at the moment the offer is accepted by the candidate. New employees and their managers should begin working through the online resources available on the Human Resources (HR) website to prepare each for the onboarding process.

Topics:

Frequency and duration onboarding sessions
Standard employee start dates
Topics covered in new employee onboarding

Related policies:

BU-PP 120 – Staff Recruitment and Employment

Additional information:

None

Contact:

Human Resources 254.710.2000

Frequency and duration of onboarding sessions —

New employee onboarding is conducted in two parts. Part I is held each Monday, from 8:30 -10am, followed by Part II to be held on a select Tuesday during the first month of employment from 8:30am – Noon.

Standard employee start dates —

New employee onboarding is most effective and compliant with federal employment law when the employee attends on the actual first day of employment. Therefore, with rare exceptions, department heads should have new employees start work on Monday mornings in coordination with HR. If circumstances preclude a Monday start date, the new employee is expected to complete required new hire paperwork with HR on or before the first day of work, attend Part I the following Monday, in addition to the scheduled Part II.

Topics covered in new employee onboarding —

Part I: The Bear Essentials

- Baylor's Mission and Vision
- Core Commitments introduction
- Benefits overview
- Submit required employment paperwork

Part II: Essentials for Success

- In-depth presentation of Baylor Core Commitments and culture by key staff members