Example Hire
Employee: Sparty Smith

WEEK 1: (WITH THE EXPECTATION THAT QUALITY ONBOARDING AND REVIEW OF JOB DUTIES IS UNDERWAY)

Supervisor

Pre session activity:
- Review skill set and what areas need attention and training
  - With regards to position specific skill set (need based)
- Solicit and identify the trainers, present possible time outline to meet with trainee and go over reviewed skillset needs
- Have a positive meet and greet, provide foundational support

End of week recap:
- Touch base with trainer and trainee; providing encouragement and a positive outlook
- Ensure upcoming deadlines have been reviewed
- Confirm trainee is registered for relevant MSU courses (ex. Spartan Experience)

Trainer(s)

Pre session activity:
- Touch base with supervisor on skillset necessary to specific position (beyond program and process specific training)
- Set up a positive meet and greet with trainee
- Design Training Plan with timeline goals in mind

First Trainee Session:
- Provide helpful contact information and resources for that initial training session
- Identify immediate deadlines and needs (in calendar) while presenting the big picture
- Reinforce how training and position tie into the culture of MSU & CAL with emphasis on the mission & imperatives

Second Trainee Session:
- Start to review position specific programs (ex. GradInfo, EBS, Query Studio, RO website, SIS, etc.) while providing relevance and situational examples
- “See it, Hear it, Touch it” approach
Trainee

Pre session activity:
- Attend positive meet and greet with supervisor and trainers separately
- Proactively research and sign up for “Course for Employees at MSU”, ElevateU sessions, and beneficial webinars related to skillset areas

First Trainer Session:
- Ask Questions and takes notes based on initial information presented
- Set up training schedule (ex. 2-3 times a week the first few weeks)

Second Trainee Session:
- Continue to take notes and build on electronic checklist and resource guides
- Use resources within programs based on examples (ex. Edoc search and FAQ’s)

WEEK 2:

Supervisor
- Check-in as needed
- Offer support and answer questions
- Discuss organizational tools (ex. Trello, email task list, folders)

Trainer(s)
- Meet 2-3 times this week
- Dive into more complex tasks (ex. Processes appointments, international travel, BI reports, etc)
- Provide feedback/examples for incoming and ongoing tasks/projects
- Discuss organizational tools (ex. Trello, email task list, folders)
- Review the different University and CAL groups (FOCAL, BaFa, Grad Sec Meeting, etc).
Trainee

- Meet 2-3 times this week
- Share and ask in-depth questions about incoming and ongoing tasks (ex. Emails, verbal requests, etc.)
- Continue to take notes and build resource guide
- Prioritize list of demands and deadlines
- Explain your techniques for staying organized
- Confirm attendance for upcoming group meetings

SUBSEQUENT WEEKS:

Supervisor

- Provide verbal and written survey
- Follow timeline for check-ins and survey submission to CAL (reference Flow Chart)
- Analyze survey results and determine if training was successful
- Continue to provide support with an open door policy

Trainer(s)

- Gradually decrease meeting frequency (ex. Meet once a week or as needed, via phone)
- Recommend Trainee set weekly goals for success (ex. Take initiative on projects, network among the university, etc.)
- Create an environment of open communication and encouragement for professional development

Trainee

- Compile weekly/monthly topics to discuss with trainer
- Set goals and determine the path of completion
- Utilize all your provided resources (ex. Network map, resource page, helpful contacts, etc.)
- Strive for performance excellence