

## ONBOARDING READINESS ASSESSMENT

What is your level of readiness to strategically partner with your institution using a comprehensive onboarding model?

### **Scoring Rubric**

0 = No

1 = In the planning stages

2 = Somewhat in place - not fully developed

3 = In place – needs to be updated or re-developed

4 = In place - all levels of the organization understand roles/responsibilities, participate fully

Question	My Score
<p>1. We have sponsorship from campus leaders.</p> <ul style="list-style-type: none"> <li>• Administrative leader (Director of Administration, Vice Chancellor, CFO, etc.)</li> <li>• Human Resources leader (Chief HR Officer, HR Director)</li> <li>• Academic Leader (Provost, Dean)</li> </ul>	
<p>2. We have resources available to dedicate towards a new or improved onboarding program.</p> <ul style="list-style-type: none"> <li>• For example:                             <ul style="list-style-type: none"> <li>○ Duties shifted to existing employee(s)</li> <li>○ New FTE dedicated to onboarding program</li> <li>○ Technology to support program</li> </ul> </li> </ul>	
<p>3. We have completed or are willing to complete a campus needs assessment for onboarding.</p>	
<p>4. Our HR department has tools available for new employees and hiring managers.</p> <ul style="list-style-type: none"> <li>• For example:                             <ul style="list-style-type: none"> <li>○ Checklists</li> <li>○ Job Aids</li> <li>○ Web-based resources</li> </ul> </li> </ul>	
<p>5. Our HR department has learning options available for new employees and hiring managers.</p> <ul style="list-style-type: none"> <li>• For Example                             <ul style="list-style-type: none"> <li>○ In-person new employee orientation</li> <li>○ Benefits guidance</li> <li>○ Training and guidance for hiring managers</li> </ul> </li> </ul>	
<b>Total Score</b>	