

UMASS BOSTON

DIVISION OF STUDENT AFFAIRS

ONBOARDING PROCESS

OVERVIEW & PURPOSE

The Division of Student Affairs (DSA) at UMass Boston has an onboarding process for all new full-time and part-time employees (not student workers). As part of the onboarding process, matches help to figure out who may have a better connection to start with than without the information and match. Matches also help new employees to meet more people around campus, than they normally would on their own. Actual experiences have shown that this helps the new staff member to become more accustomed to the division and campus quicker. The new employee will be paired with a mentor (the mentee has the option to opt-out). If new employee chooses to opt-out, the Hiring manager will need to still complete step 3 of the onboarding process, see below.

ONBOARDING PROCESS:

1. New staff member is hired.
2. Hiring manager sends name and contact information to teamroar@umb.edu.
3. Hiring manager begins the process of going through the [Onboarding Checklist](#).
4. Team ROAR reaches out to new staff member via email to welcome them to division and university after their start date using their umb email address.
5. Upon arrival, new staff member is informed that they have the option to be assigned a “mentor” to assist in their adjustment to the division and campus.
6. All DSA mentors will create a profile of themselves.
7. Team ROAR will use the profiles to narrow down a mentor for the new employee/mentee.
8. At the same time, the mentee will complete the Mentor/Mentee Questionnaire to help Team ROAR with the match.
9. Once Team ROAR has narrowed down the profiles that best match the mentee’s questionnaire responses, Team ROAR will connect the mentor to the mentee via email.
10. Prior to the new employee arriving onto campus, the Hiring manager will do his/her best to make sure that all facets of technology are set-up at the new employee’s work station.

11. The new employee welcome bag will be provided by Team ROAR to the mentor to give to the mentee at their first meeting. If the new employee opts out of being paired with a mentor, they will receive their welcome bag shortly after the invitation is declined.
12. The mentor will set-up a time with mentee for coffee or lunch. Team ROAR will provide mentor with the two vouchers.
13. Team ROAR will provide mentee with two additional vouchers (optional), so mentor and mentee can meet again.
14. It is recommended that the mentor and mentee sit together at division meetings, take a tour around campus, to attend events together during the first few months, etc.

OTHER:

It is recommended that the mentor and mentee are not from the same department to ensure they get out of their comfort zone for a while.