Congratulations on selecting a candidate worthy of your skills as a leader, and input as a coach.

The process of interviewing candidates for any role within your organization can be time-consuming and frustrating. However, it is very rewarding when you find the perfect candidate for your role. For this reason, the effort put into finding the perfect candidate continues past the hire date.

Onboarding your new employee in a manner that excites and inspires them to perform at the highest level is essential to the success of the Miami Business School and your department. That's why you have been equipped with the following information that includes all the tools you and your new hire need for a successful New Hire Onboarding Experience.

“Transforming Futures at the Crossroads of the Americas”
Building Culture through Onboarding

“Culture eats strategy for Breakfast.” - Peter Drucker

The SPIRIT of Miami Business School

The Onboarding Schedule will provide a timeline of the New Hire’s first two weeks with the Miami Business School. The idea behind creating this schedule is to give each department, and its constituents, the opportunity to talk face-to-face with the New Hire about their role within the Miami Business School, and how it relates to them in their new position. The first three months are crucial to the development of future loyalty of a new hire, and cannot be overstated.

POST-OFFER ACCEPTANCE CHECKLIST

- Review Departmental Onboarding Managers Checklist
- Create Onboarding Schedule *
- Advise Staff & Ancillary Teams of New Hire and Role
  - Request Time & Date for Onboarding Meetings
- First Day
  - Include “I am the U” Orientation
  - Day 1 Meeting with Direct Supervisor
  - Welcome Reception
- Prepare Desk Area
  - Chair
  - Phone—Long Distance Code
  - Extension
  - Computer

First Day on the Job

- 1:1 With Direct Supervisor
- Review Questions for your Supervisor
- Housekeeping Items
- E-Mail Setup
- Add Employee to Distribution Lists
- Outlook Calendars
- Key Card Access
- Office Keys
- Alarm/Security Code

The information contained here has been compiled with the intent of providing you with a roadmap for ensuring that your new hire has every tool they need for an unforgettable experience in joining the Miami Business School. These first three months are crucial to the development of future loyalty of a new hire, and cannot be overstated.

Inspiring a Culture that Embodies

The SPIRIT of Miami Business School

Service  Professionalism  Integrity  Respect  Innovation  Teamwork

NEW HIRE SOFTWARE ACCESS

While there is a good chance that your New Hire has some experience with the software used by the Miami Business School, it is your responsibility to ensure that they are able to access each of the different programs without any issue.

- Office 365
- Online Cloud-Based Microsoft Office Suite
- Access to all Microsoft Apps for download
- CaneLink
- CaneLink Security Access Form
- Student Application Status
- Salesforce
- Cloud Computing software responsible for MBS Sales and Marketing tracking
- CollegeNet
- Application Tracking and Reporting Software
- Student Application Entry Portal
- On Base
- Online Application Management System

NEW HIRE SOFTWARE ACCESS

As soon as all the necessary information is compiled, put in an order for Business Cards with your New Hire. Over the course of the first two weeks, invite them to think about any additional supplies that might be helpful or increase job efficiency. Walk them through the process of ordering supplies, and who in the department places the order.