

Virtual Onboarding for New Hires



THE UNIVERSITY OF BRITISH COLUMBIA



New Hire Resources for Virtual Onboarding

Welcome to UBC! This resource is designed to help you during your virtual onboarding and includes onboarding fundamentals, how to gain a clear understanding of your role, and suggestions for how to connect with your new team during the current remote working environment.

On your first days:

- ☐ Set up your Enhanced CWL (<https://privacymatters.ubc.ca/learn-about-enhancedcwl>)
- ☐ Complete your payroll, benefits and pension registration to-do's in Workday Onboarding
- ☐ Learn about Workday and review your personal and contact information for accuracy. Troubleshoot any issues through Service Now <https://ubc.service-now.com/selfservice>
- ☐ Test your virtual set-up (in office) and accesses, troubleshoot with manager if needed (<https://it.ubc.ca/ubc-it-guide-working-campus>) (if required)
- ☐ Your manager will schedule check-ins with you
- ☐ Your team will schedule virtual introductions with you
- ☐ Time to complete the following:
 - ☐ Mandatory training (approx. 2.5hours)
 - UBC Vancouver <https://wpl.ubc.ca/?query=UCGLRD>
 - UBC Okanagan <https://wpl.ubc.ca/?query=UBC%20Mandatory>
 - ☐ Review the Orientations & Onboarding website (<https://hr.ubc.ca/working-ubc/your-first-days-ubc>)

During your first weeks:

- ☐ Check-in frequently with your manager
 - Topics to consider:
 - ☐ Discuss your performance goals with you manager
 - ☐ Discuss what additional resources you may need to be more effective in your role (e.g. training, job shadowing, etc.)
 - ☐ Share how you plan to keep your manager apprised of your progress/success
 - ☐ Share what else you would like your manager to know about you (personal and/or professional)
 - ☐ Discuss what measures of success would look like for you in this role
 - ☐ Discuss with you manager any challenges you are having while working remotely (if applicable)



- ☐ Time to review documentation and information relevant to your role
- ☐ Ergonomically set-up your workstation (<https://hr.ubc.ca/health-and-wellbeing/ergonomics/office-ergonomics/working-remotely-ergonomics>)
- ☐ Introductory conversations with colleagues on your team. Learn about their roles and how you will work together in future
- ☐ Be introduced to the projects and initiatives you will be working on and supporting
- ☐ Peer-training on systems and processes relevant to your role
- ☐ Review relevant strategic initiatives:
 - UBC's Strategic Plan (<https://strategicplan.ubc.ca/>)
 - Focus on People (<https://focusonpeople.ubc.ca/>)
 - Wellbeing Strategic Framework (<https://wellbeing.ubc.ca/framework>)
 - Inclusion Action Plan (<https://equity.ubc.ca/about/strategic-planning/ubcs-inclusion-action-plan/>)
 - Indigenous Strategic Plan (<https://indigenous.ubc.ca/indigenous-engagement/indigenous-strategic-plan/>)

Within your first three months:

- ☐ Continue to have regular check-ins with your manager
- ☐ Have a conversation with your manager about your probationary period and prepare for your performance conversation that will occur at the end of this period. Topics to consider:
 - Considering your role, share your thoughts regarding your experiences so far
 - Inform your manager on what were you most proud of and share some examples
 - Share the challenges you experienced
 - Tell your manager what you learned from these challenges
 - Tell your manager about any support you need to help you overcome these challenges
 - Discuss your performance goals moving forward
 - Share what additional resources you may need to be more effective in your role (e.g. training, job shadowing, etc.)
 - Share how you plan to keep your manager apprised of your progress/success

Share your feedback: If you have any questions or feedback on this resource, please contact workplace.orientations@ubc.ca