

CAHS Onboarding Instructions

CAHS Onboarding Plan

The College of Applied Human Sciences (CAHS) views onboarding as a collaborative process that supports new employees as they transition into the College and West Virginia University. A successful onboarding experience is shaped by the partnership between supervisors, administrative staff, Talent and Culture, colleagues, and the new employee.

Our goal is to ensure that every new member of the CAHS community feels welcomed, connected, and prepared to succeed. Through a structured onboarding process, new employees are introduced to the people, resources, policies, and culture that support excellence in teaching, research, service, and community engagement. By intentionally investing in our faculty, staff, and graduate assistants from their first day forward, we foster a collaborative environment where individuals can thrive and contribute to the College's mission.

Highlights

- **Collaborative Approach:** The CAHS Onboarding Plan serves as a shared resource that coordinates the efforts of supervisors, administrative support staff, Talent and Culture, and other key partners to provide a seamless and supportive onboarding experience.
- **Personalized for Success:** Supervisors are encouraged to tailor each onboarding plan to the employee's role, responsibilities, and professional goals, creating a meaningful experience that promotes engagement and long-term success.
- **Connection to the College and University:** The onboarding process introduces new employees to the structure of CAHS and West Virginia University, identifies key stakeholders and campus partners, and provides access to the resources and services available throughout the employee's first year.
- **Focused on Belonging and Growth:** Beyond completing required tasks, the onboarding process is designed to help new employees build relationships, understand the College's culture and expectations, and establish a strong foundation for continued professional development.

Definitions

- **Onboarding Plan:** A plan to guide the new employee through the introduction of CAHS.
- **Stakeholders:** The identified employees within the plan who have a vested interest in the new employee's success within CAHS.
- **Pre-Arrival:** The time prior to the date of hire. The supervisor and new employee may interact in preparation for the new employee's arrival. Stakeholders will complete the applicable items on the Onboarding Plan.
- **Post-Arrival:** The time after the date of hire. The supervisor and new employee will collaborate to complete the applicable items on the Onboarding Plan.

Instructions

The College Business Officer will initiate an Onboarding Plan for each new employee on the hire date, and the Dean's Administrative Staff will connect the stakeholders to initiate completion of the Onboarding Plan. Stakeholders and new employees will document when items from the Onboarding Plan are completed.