A GREAT PLACE TO WORK

The results are in! The Gallup organization has briefed President Loh on the results from the Thriving Workplace Initiative survey conducted last semester and he is ready for the campus to dive into this opportunity to learn from our bright spots, support new behaviors, and work together to create a culture of engagement an inclusion at UMD.

As you may recall, this initiative aspires to create a thriving work environment and a culture of engagement and inclusion among all UMD employees. As this university continues its ascendency as a premier institution “equal to the best,” the Thriving Workplace Initiative is critical to harnessing and acknowledging each employee’s contributions every step of the way.

Data from the survey paint a picture of substantial employee engagement and inclusion coupled with tremendous opportunities for growth. There are areas with strong scores as well as areas needing attention.

On July 29, faculty and staff who supervise others will receive an email from Gallup with instructions for accessing Gallup Online. On this site, they will find summary results for their area. In addition, where Gallup’s confidentiality threshold was achieved (a minimum of 5 respondents), workgroup-specific data is available. Summary information about overall University results will also be available at www.president.umd.edu/thrivingworkplace.

Consultants from UMD’s Center for Leadership & Organizational Change (CLOC) have already begun to work with units to understand and take action on their results. Through individual coaching and facilitated sessions they will help everyone make the most of this opportunity to develop an engaged and inclusive workplace where individuals work with passion, feel a profound connection to their workplace, and are empowered to succeed. More information about these sessions is available at www.president.umd.edu/thrivingworkplace. Contact the Thriving Workplace Initiative now to get started at thrivingworkplace@umd.edu or 301-405-1336.

All On Board for Onboarding

How will the onboarding process be managed to ensure a smooth transition for a new colleague or supervisee? Here are a few tips to get you started!

Page 2

Lunch and Learn Series: August

August’s Lunch & Learn will focus on Depression Awareness. This month the focus is to raise awareness about depression and common depression symptoms.

Page 3

A Successful First Year

A sustainable vibrant university community where people who work in College Park also live in College Park.

Page 3

Chesapeake Building | uhr.umd.edu | UHRConnect@umd.edu
Are We All On Board for Onboarding?

Now that you’ve concluded the search and the job offer has been accepted, you find yourself wondering about next steps. What can you do to acclimate your new employee to the University of Maryland? Fortunately, you have a few weeks to prepare for her/his start date. There are a few key elements that need to be a part of the onboarding experience to design a smooth transition for all involved.

Setting up the Work Area

Anticipate the new hire’s needs by thinking about the office supplies and equipment that he/she may need to do the job. Will the new employee need a computer or ID swipe card access? Assemble a binder of essential information about the university, division, and unit. Provide them with copies of the university’s mission statement, values, student profile, research accomplishments, and any other pertinent material.

Think About Information to Share Before Arrival

In addition to the offer letter, think about what other type of information may be helpful. Forward links about area attractions and things to do in DC, Maryland, and Virginia. Share information about the College Park City-University Partnership Homeownership Program. This program provides $15,000, in forgivable loans, to full-time, benefits-eligible, University and City employees to become homeowners in the City of College Park—ultimately reducing commutes, strengthening neighborhoods, and supporting our local economy. Visit http://go.umd.edu/homeownership for more information.

Communication and What to Bring on the First Day

It may have been a long time since some of us were new employees and we’ve forgotten the nervousness it can bring! Call or email the new employee before their first day to introduce yourself and/or your role. If the new employee is abroad, record a group greeting from the team or schedule a specific time to Skype with them. This will get everyone involved!

Email a copy of the itinerary for day/week one. It is also helpful to let a new employee know about the dress code and a list of things to bring on the first day of work. Let him/her know to bring a photo identification and additional information to complete payroll and benefits paperwork. Check the Offer Letter (First Day Checklist) on the UHR website found in the Manager’s Toolkit http://go.umd.edu/MGRtoolkit

Announcing the New Hire’s Arrival to the Department

Take some time to select key information from the new employee’s resume to create a short bio about him or her. This introductory email should go out to the department and feature relevant education, experiences, and unique skills. It will provide helpful information to new colleagues and create opportunities for conversation.

How to Schedule Onboarding

Think about what is essential to the new employee’s role and who can share this information. Include time with your Department’s HR unit, if applicable, and her/his supervisor and colleagues who can share details about the context in which they work. Don’t initially assign scheduling responsibilities to the new employee. Instead, create a schedule that reflects what you value most! Build a training schedule around key pieces of information and individuals. Be sure to balance time spent with individuals and groups - avoid too much group interaction because it could be overwhelming to a new employee. Ultimately, create a schedule that sends a strong message, welcomes the new hire, and allows for onboarding in a mutually beneficial way.

New Employee Orientation (NEO) Registration

This can be an ideal way to ease your team into onboarding their new colleague. Make arrangements to meet the new employee at a predetermined location and take them to NEO. If the new employee attends NEO on their first day of employment, even better! The UHR Benefits Office will provide a detailed presentation and answer any questions while completing the benefits and retirement paperwork. NEO connects new employees to information, campus resources, and one another. Visit www.training.umd.edu to view future NEO dates.
Assemble a Transition Team and/or Designate a New Employee Buddy

Ask key individuals to assist with onboarding. Ideally, a new employee should spend time learning about the organization and their position from their supervisor and colleagues. Even if some employees shy away from training new employees, be sure to structure opportunities for colleagues to informally meet the new hire. Take the new employee around the first day of work and make introductions. Make sure there are one or two employees available to have lunch with them. Recruit colleagues to shepherd new employees during their first couple of weeks. New employees often have lots of questions and colleagues can be a helpful resource as they navigate the campus.

At the End of the First Day

Schedule time with the new employee for the end of the first day. You may also want to schedule several checkpoints throughout the day to gauge how things are going. Preferably, the new employee’s supervisor will meet with him/her. If that’s not possible, select a seasoned and welcoming team member to answer questions and provide additional context throughout the new employee’s transition.

We strive to create an inclusive and engaged workforce – starting on day one!

A Successful First Year

The College Park City-University Partnership is working to implement the University District Vision 2020, which calls for a sustainable vibrant university community where people who work in College Park also live in College Park.

In an effort to improve the local economy, reduce commutes, and encourage more people to live near their work, as outlined in the University District Vision 2020, the College Park City-University Partnership launched a Homeownership Program that offers $15,000 ten-year forgivable loans for down payment or closing costs to full-time, benefits-eligible employees of the University of Maryland purchasing a home in the City of College Park as their permanent residence.

This program was made possible by a $100,000 Maryland Department of Housing and Community Development (DHCD) Community Legacy grant award, and a matching $50,000 grant from the University of Maryland. It was announced on May 12, and officially launched on June 15, 2015, immediately receiving much interest from potential homebuyers, lenders, realtors, and others.

Throughout the spring of 2015, prior to the program’s launch, the Partnership worked with community members to bolster the program, produce marketing material for College Park’s residential amenities, and coordinate a series of “Smart Place to Live” events. This was also when the University of Maryland’s Office of Community Engagement and the City of College Park’s Neighborhood Quality of Life Committee was formed to connect the University faculty and staff with members of the community.

By the end of December 2015, five homebuyers had successfully utilized the program. Over the course of the spring of 2016, the program also closed five more loans. The goals of the program were met in the first year, instead of two as allocated by the DHCD Grant Award.

The first year has been very successful, and the Partnership, City and University are working toward creating an even more robust program that will truly make College Park a top 20 college town. Read the full report: Partnership Homeownership Program FY’16 Report

Lunch & Learn

August’s Lunch & Learn will focus on Depression Awareness. This month the goal is to raise awareness about depression and common depression symptoms. Learn the difference about how men and women experience depression differently. Learn how to get the support needed to help with depression. The Lunch & Learn will be held Friday, August 12, 2016 - training.umd.edu.
## August 2016

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<td>8:15am-4:30pm: New Employee Orientation &amp; Welcome</td>
<td>9:00am-Noon: Leadership Development Initiatives (LDI), Planning &amp; Execution (5 of 6)</td>
<td>9:00am-Noon: Supervisor’s Essentials, Role of a Supervisor 1:30-4:30pm: Supervisor’s Essentials, Getting Things Done</td>
<td>9:00am-Noon: Leadership Development Initiatives (LDI), Effective Delegation (4 of 6)</td>
<td>Noon-1:00pm: Employee Benefits, BYOL (Bring Your Own Lunch) Brown Bag Seminar</td>
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<td>August 8</td>
<td>9:00am-Noon: Leadership Development Initiatives (LDI), Planning &amp; Execution</td>
<td>9:00am-10:30am: Performance, Review, &amp; Development for Supervisors and Non-supervisors 10:45-4:30pm: Supervisor’s Essentials, Staff Relations Resources</td>
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<td>August 9</td>
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<td>August 12</td>
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