

What is the time commitment for this program?

The total time estimate for completing the new orientation and onboarding program is **18 hours within the first 90 days** of employment. Each module contains the following items.

Item	Description and Instructions	Monthly Time Commitment
Monthly Checklist	Required. Employees will download and print a monthly checklist and schedule weekly meetings (1 hour) with the manager to discuss what they're learning in the course and cover department-specific and job-specific onboarding requirements.	4 hours
eLesson(s)	Required. Employees will complete short, online training to support their learning.	1 hour
Resource Center	Required. Employees will explore a collection of helpful links and resources to learn more about the topics covered within the module.	varies
Campus Connection	Required. Employees will attend monthly get-togethers for guided tours of points of interest on campus (e. g. Sustainability Office, UREC, Fermentation Science, Schaeffer Center, Turchin Center, etc.) to network and learn more about the programs and services available to the campus community.	1 hour
Discussion	Optional. An online forum where employees can ask questions, share information, reflect on what they're learning, or network with other new employees.	varies
Knowledge Check	Required. At the end of each module employees will complete a brief questionnaire to verify their completion of monthly checklist items, and let us know how their onboarding experience is going.	15 minutes