

Onboarding Email to Initiate Onboarding Process

From: Onboarding Coordinator

Sent:

To: Supervisor
Training Coordinator
Safety Coordinator
Logistics Coordinator
Onboarding Coordinator
HR Liaison
Timekeeper
Budget Staff

CC: Section Administrative Assistant
Deputy Assistant Secretary
Executive Assistant

Subject: New Hire – Name (section)

I am happy to announce that OBH will soon be welcoming a new staff member who will be participating in the OBH Onboarding Program!

Onboarding is a supported process through which new employees gain knowledge and build relationships with the goal of quickly and successfully integrating into OBH. Your unique role in this process is very important! Please click on the appropriate name, below, to access the checklist that is specific for your particular role. This checklist is intended to be used as a guide to ensure a smooth transition, avoid confusion, and maximize your time. It is also designed to ensure that the new employee receives all of the information and resources required to help them to start working as soon as possible.

Each checklist includes action items that are to be accomplished prior to the new employee's first day; please print the checklist that is relevant to your role. I will be meeting with each of you individually in the next day or two to facilitate the process, troubleshoot any problems, and answer questions. If you have any concerns or special needs, please let me know.

Name:
Title:
Start Date:
Cubicle/Office Location:
Supervisor:

Click on the appropriate link to access your checklist:

[Ambassador](#)
[Human Resources Liaison](#)
[Logistics Coordinator](#)

Onboarding Email to Initiate Onboarding Process

[Onboarding Coordinator](#)

[Safety and Emergency Preparedness Coordinator](#)

[Supervisor](#)

[Training Coordinator](#)

New Employee Introduction – Email Template

To: All OBH

From: (SUPERVISOR'S NAME, e.g. Deanne)

Subject: (NAME, POSITION, e.g. Mary Smith, Program Manager)

It is my pleasure to announce that (NAME, e.g. Mary Smith) will be joining OBH on (DATE, e.g. May 1, 2015) in the position of (POSITION, e.g. Program Manager) within the (DIVISION, e.g. Administration and Finance Division). (FIRST NAME, e.g. Mary) will be located in cubicle/office number (NUMBER, e.g. 420).

(BRIEFLY STATE EMPLOYEE'S PROFESSIONAL HISTORY, e.g. Mary comes to OBH from the LDH Office of the Secretary, and brings with her over 10 years of experience in Medicaid and program management.)

(BRIEFLY STATE EMPLOYEE'S RESPONSIBILITY AT OBH, e.g. Mary will join the OBH budget team, and will primarily be responsible for assisting in the development of the agency's budget, fiscal analysis and reporting, review and approval of purchase requests, and other related matters.)

Please join me in welcoming (FIRST NAME, e.g. Mary) to our team!

Email for Onboarding Team Evaluation in Survey Monkey

From: Onboarding Coordinator

Sent:

To: Supervisor
Training Coordinator
Safety Coordinator
Logistics Coordinator
Onboarding Coordinator
Ambassador
Others who participated in the process

Subject: Onboarding Program Evaluation – **New Employee Name**

You have recently participated in the onboarding process for **new employee name**, which was designed to ensure that **he/she** received all of the information and resources required to help **him/her** start working as soon as possible. Your role in that process was essential, and may even still be ongoing.

Your feedback about your experience is very important! Please click on the link, below, to complete an assessment of your experience. Most of the questions are open-ended because of the varied nature of each of your roles. The results of this survey will be used to evaluate the OBH Onboarding Program and to make program adjustments. The survey is anonymous.

The estimated time to complete the survey is 10 to 15 minutes. Please submit your responses by...

To complete the evaluation, please click on this link: <https://www.surveymonkey.com/s/7P8TFZZ>

If you have any questions or comments about this survey, please direct them to Lauri Hatlelid. Thank you for your help!

Email for Employee Onboarding Evaluation in Survey Monkey

From: Onboarding Coordinator
Sent:
To: New Employee
Subject: Onboarding Evaluation – New Employee

It has been about one month since you became a staff member of the Office of Behavioral Health (OBH). During that time you participated in the OBH Onboarding Program, which is a supported process through which new employees gain knowledge and build relationships with the goal of quickly and successfully integrating into OBH.

Your feedback about your onboarding experience is very important to us! Please click on the link, below, to complete an assessment of your experience. The results of this survey will be used to evaluate the OBH Onboarding Program and to make program adjustments. Your identity will not be disclosed.

The estimated time to complete the survey is 10 to 15 minutes. Please submit your responses by...

To complete the evaluation, please click on this link: <https://www.surveymonkey.com/s/76KTTTC>.

If you have any questions or comments about this survey, please direct them to Lauri Hatlelid. Thank you!