Onboarding Guide

This document will provide information and resources for managers and employees to become integrated in the tiger community at Louisiana State University.

TABLE OF CONTENTS

Welcome 3

Recruit 4

Pre-Onboarding 5

First Week 7

30 Days 11

60 Days 13

90 Days 14

Six Months 15

Nine Months 16

One Year 17

Develop 18

Engage 19

Onboarding Resources 21

- Welcome Emails 21
- Common Campus Contacts 22

References 23

The reader can use CTRL + F to search for specific information.

WELCOME

This comprehensive guide is designed to ensure a smooth, enriching, and productive onboarding experience for new and existing managers to welcome and onboard new employees. It includes essential tasks to be completed and provides sample templates to assist throughout the onboarding process. If you notice potential missing items or broken links in this document, please contact the Office of Human Resource Management (HRM) at hr@lsu.edu.

What is onboarding?

Did you know that employees who experience a strong onboarding process are 69% more likely to stay with a company for at least three years? At Louisiana State University (LSU), ensuring high employee engagement is essential to building successful and winning teams.

Onboarding at LSU is a comprehensive, year-long process designed to seamlessly integrate new employees into our vibrant community. This critical phase of the employee lifecycle includes key elements such as recruitment, welcoming new team members, participating in orientation, clarifying job responsibilities, engaging in professional development, and understanding LSU's organizational structure, culture, vision, mission, and values.

RECRUIT

Recruiting encompasses all aspects of hiring individuals to work at LSU. It includes attracting, identifying, and engaging with candidates to ensure the best fit for the position, candidate, and LSU.

For information pertaining to hiring practices, hiring managers can benefit from these useful resources:

- Filling a Vacancy – A webpage with detailed information for every step in the recruitment process.
- Compensation Placement Guide – A resource for managers to assist with offering and providing fair and equitable compensation for new and current employees.
- Manager's Checklist for Hiring – A snapshot of the steps in the hiring process.
- Hiring Manager Guide – A step-by-step guide to reviewing and processing candidates in Workday.
- 2024 New Hire Benefits Guide – A guide to provide summarized information on the comprehensive benefits package for eligible, full-time employees who work 30 hours or greater per week and are appointed for a duration of at least one semester or 120 days.

PRE-ONBOARD: PREPARING FOR ARRIVAL

Congratulations! Your new employee has been successfully hired in Workday. **According to Gallup, employees who experience a strong onboarding process are 2.6 times more likely to be engaged in their work.** To ensure a successful onboarding experience, hiring managers should follow the checklist below. Additionally, departments can utilize the customizable departmental checklist template and Departmental Software and Systems sample template.

The pre-onboarding is the next part of the process, which includes tasks that need to be completed prior to your new employee's first day.

Please note employees who remain in Workday pre-hire status as of 3:00 p.m. on the Friday before orientation (scheduled for the 1st or 3rd Monday of the month) will not be eligible to attend and will be rescheduled for the next available orientation session.

The following is a checklist of tasks to accomplish prior to the new employee's start date:		
Status	**To Do**	**Notes**
Hiring Manager or Designee		
	The HR Analyst should reach out to the candidate to inform them of the required pre-employment meeting with the hiring manager and HR Analyst. Need more information on the pre-employment meeting? Be sure to visit our Pre-Employment Meeting webpage.	**All employees must have a completed Section 1 and Section 2 of their Form I-9 prior to their hire date.** If this is not complete, then the employee may not begin work. During this meeting, ensure the employee will have the necessary resources to complete Workday onboarding tasks. **If the Form I-9 cannot be completed prior to the hire date, please contact HRM Talent Acquisition as soon as possible, as the hire date must be delayed.**
	Send a welcome email to the new employee providing information, such as where to park on their first day, office building location, start time, confirm receipt of Benefits and Retirement Orientation, etc.	Email invitation for Benefits and Retirement Orientation contains instructions for parking, date, and location of orientation. Please note that an employee must be in Hire status and benefits eligible to receive the invitation.

The following is a checklist of tasks to accomplish prior to the new employee's start date:		
Status	**To Do**	**Notes**
	Ensure employee's area is cleaned, organized, and set up with necessary equipment (desk, chair, phone, computer, pens, paper, post its, etc.)	If new machinery or equipment is required, please contact the relevant department representative, such as the department's Business Manager. Request Computer Station Set up by contacting departmental IT, if not already done. Request Ethernet port activation by completing PCR-360, if not already done.
	Ensure the employee's workspace will provide a warm welcome and has the necessary equipment. The following are **suggestions** and do not exclude the necessary equipment or resources needed for the employee to successfully complete the job: • A welcome card from Department Head/Dean, Hiring Manager, and/or the team. • College/ Departmental/ LSU swag. • If time and budget allow, decorate their workspace with items such as balloons and/or department/LSU swag (notebook, polo, pens, cup, etc.).	
	Create a welcome schedule.	
	Inform team and/or office of new employee and their start date by sending a welcome email to the office.	Ensure they are added to organizational chart, phone list, and website, etc.
	Order name plate.	
	Order name tag.	
	Request phone number.	
Business Manager		
	*Request Microsoft Teams phone, if one is not available.	

The following is a checklist of tasks to accomplish prior to the new employee's start date:		
Status	**To Do**	**Notes**
	*Order headset, if needed and one is not available.	

*AS900 required if currently in a purchasing freeze

The hiring manager and new employee will receive an email about orientation date, registration, and logistics from Training and Organizational Development (T&OD) team within HRM prior to an employee's first day.

FIRST WEEK

If an employee's first day is on Orientation

- Employees will start their day by attending the Benefits and Retirement Orientation, usually held in the Event Room on the 2nd floor of the LSU Bookstore. Attending orientation is essential for employees to learn about their benefits, retirement options, and other important aspects of being an employee at LSU. It also provides an opportunity for them to ask HRM any specific questions they may have about offerings.
- Employees can request a free temporary parking permit and will receive instructions on how to register for a parking permit at orientation. *After Parking payroll deduction pauses in May, employees can visit the Parking Office in the Union to get a "permanent pass" valid from the date received through August 14th. This must be paid upfront (cash, check, or credit card). Credit cards have a processing fee.

If an employee's first day is not on Orientation

- Employees can request a free temporary parking permit at the Parking and Transportation Office on the first floor of the Student Union. To request an annual parking pass, please visit the Parking Permit page to review the parking options and instructions to sign up. These options are reviewed with employees during Orientation and sent in a follow-up email.
- Parking payroll deduction pauses in May, employees can visit the Parking Office in the Union to get a "permanent pass" valid from the date received through August 14th. This must be paid upfront (cash, check, or credit card). Credit cards have a processing fee.

Tiger Cards (LSU ID cards) must be applied for online, and employees must include a photo with their submission. After receiving an approval email, employee may visit the Tiger Card Office to retrieve their card. Information can be found on the Tiger Card Office website.

The LSU Interactive Map can assist in locating designated parking spots according to an employee's parking pass.

After orientation, your employee will return to their office/building. Follow the tips below to create a welcoming environment and experience for your new employee's first days.

First Day	
Status	**To Do**
Getting Acclimated	
	Provide the new team member with an office/building tour and introduce to colleagues. (Point out high traffic locations such as conference rooms, water fountains, elevators, vending machines, bathrooms, supply room, kitchen, lactation space, if necessary and if building is equipped with one, etc.)
	If team member is new to LSU, consider a tour of campus highlighting areas to eat close to campus, where to park, Memorial Tower, Parade Grounds, LSUPD, Tiger Stadium, Mike the Tiger, Barnes and Noble Bookstore, Student Union, etc.
	Introduce employee to Building Coordinator and explain their role (keys and building access).
	Introduce to building custodians and explain role (cleaning and recycling).
	Consider scheduling a team lunch to help the new team member connect with those they will be working with closely. The goal is for the new employee to meet colleagues and team members, making them feel welcomed and part of the team. **If the welcome lunch is happening later, ensure the new team member knows what to expect for lunch on their first day in advance.**
	Share the welcome schedule with the new team member and any others who will be involved in the process.

	Building strong relationships with a new team member can provide valuable insights into their needs and preferences, helping you support their success and integration into the team. Here are some questions to ask to better understand them:
	
	o Do you have any hobbies?
	o What do you like to do in your spare time?
	o What type of work environment helps you perform at your best?
	o Do you prefer to work individually or as a team?
	o More extraverted or introverted?
	o Have you done Myers-Briggs or DiSC assessment? If so, what is your style?
	o How do you tend to handle conflict at work?
	o Preferences on:
	  o Recognition
	  o Development
	  o Communication (email/phone/Teams) and personal (text or call)

First Day	
Status	**To Do**
	If office space requires swipe access or keys, ensure employee receives access to the office space. (Tiger Card 16-digit number may be required to be provided to Building Coordinator for swipe access).

Remainder of First Week	
Status	**To Do**
Build Relationships	
	If the new team member is supervising others, schedule meetings for the new employee to meet with each team member.
	Provide information such as, Employee Identity Caucuses (Black; LatinX; LGBTQ+, Asian & Asian American Pacific Islander; Disability), Staff Senate, and Faculty Senate.
Provide Safety Resources	
	Inform about emergency text messaging system, LSU Mobile App, and LSU Shield App. Share information related to the University's 'Run. Hide. Fight' plan. Watch a brief video on Run, Hide, Fight from the Louisiana Board of Regents. Watch a related video from the Department of Homeland Security. More about the Department of Homeland Security's "Run, Hide, Fight" paradigm. More information on the Office of Emergency Preparedness.
	Discuss plan of evacuation and alternative exits in case of an emergency within the office.
Critical Actions	
	Ensure new team member registers for LaCarte card, if applicable. (Employee will need to take the LaCarte card training and submit the LaCarte card registration form).
	Add new team member to any weekly/monthly meetings, departmental website directory, special accounts, Microsoft Teams/Slack chats, if applicable, and share calendars (supervisor to new employee, new employee to supervisor, new employee and team members).
	Ensure team member has completed Workday onboarding tasks.

Remainder of First Week	
Status	**To Do**
	Provide job description and employee work agreement.
	Inform of Multi-Factor Authentication/Single Sign On and how to access files from home (authentication).
	Discuss office policies (work hours, lunch, breaks, dress code, ordering supplies, time entry/clocking in and out, requesting time off).
Check-in	
	Check in with the new team member at the end of their first day and again at the end of the week to see how their experience has been. During these check-ins, review the schedule for the upcoming week so they know what to expect before returning to work. Ask if they have any questions or need additional support to be successful. While you can tailor questions to the situation, the following are recommended to gain insight into the employee's experience: • How has your first week been? • Anything that surprised or confused you? • Do you feel connected or disconnected to the team? In what way? • Is there anything you'd like more information or resources on? • Do you have the information you need to complete your tasks? • What can I do to make sure the next 2 weeks are successful for you?
Resources	
	Provide AP & Travel Brochure, if applicable.
	Encourage new team member to follow LSU and department on social media platforms (Instagram, Facebook, and X).
	Request access to Workday via Workday Security Access Request in myLSU > Financial Resources.
	Request access to any specific departmental systems.
	Provide access to secondary email accounts, if applicable.
	Ensure or inform about the following computer and telephone procedures: • Copier/printer/scanner • Microsoft Teams (making phone calls) • Default printer on PC • Computer log off at the end of each day for university updates

Remainder of First Week	
Status	**To Do**
	Ask new team member if they have any questions regarding orientation topics (benefits (including tuition exemption, Employee Assistance Program, health insurance, retirement, employee perks, and onboarding tasks).

FIRST 30 DAYS

A crucial step during this period is conducting a Planning Session, where you will discuss and set clear expectations and goals with the employee. **This should be completed within the first 30 days of employment.**

30 Days	
Status	**To Do**
Critical Actions	
	Ensure new team member has selected their benefit elections in Workday and submitted all necessary forms.
	La R.S. Title 17:3311 (A)(3) requires that any Academic, Research Associate and Professional employees who earn leave must certify their leave monthly. Ensure new team member has acknowledged Leave Certification in Workday (leave eligible employees).
	Conduct Planning Session to discuss responsibilities, goals, and explain how their position fits into the University's mission and vision and department's strategic plan.
	If employee has an office phone number, order business cards. *AS900 required if currently in a purchasing freeze.*
Training & Development	
	Notify the new team member about the annual mandatory annual trainings, which include: • *Cybersecurity Awareness Training • Louisiana Code of Governmental Ethics/Louisiana Board of Ethics • Power-based Violence Prevention and Response • Digital Resource and Content Accessibility Awareness • *State of Louisiana ADA Compliance Training for Supervisors (required every 3 years). **Must be completed within first 30 days*
	Arrange for any necessary training the new employee may need to fully understand job responsibilities.

30 Days	
Status	**To Do**
	Inform them of career development opportunities.
Check-in	
	Schedule a check-in meeting, if frequent one-on-one meetings are not currently scheduled. During the first 30 days, employees are still discovering some of the ins and outs of their position. As a manager, it is beneficial to allow the employee to reflect on their first 30 days. This check-in gives you time to restate expectations and better understand your employee's strengths and weaknesses. You may ask any question(s) you see fit, but the following are recommended for managers to gain insight on the employee's experience: • How do you feel after your first month? • So far, is your role what you expected it to be? • Can you identify any challenges you have experienced within your first 30 days? • Do you feel you have the information, tools, and resources you need to do your job successfully? • Are you feeling welcomed by the team? • How can I further support you in your role? • Are there any aspects of our office culture that you are particularly excited about or concerned about?
Resources	
	Provide new team member with organizational chart and directory.
	Consider assigning a team member within the department to serve as a mentor for the new team member. This can provide additional support throughout their career at LSU. Mentors play a key role in fostering success and building relationships within the LSU community.
	Share information with new team member regarding professional headshots, taken by Office of Communication and University Relations, if working within an area that requires a headshot for the website. *AS900 required if currently in a purchasing freeze.*
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

30 Days	
Status	**To Do**
	Per La. R.S. 42:31, it requires all unclassified employees earning $100,000 or more annually to provide proof of a valid Louisiana driver's license and vehicle registration in Louisiana within 30 days of being hired. If applicable to your new team member, ensure new team member has provided proof of a valid Louisiana driver's license and, if applicable, vehicle registration in the state of Louisiana.

New employees will also be invited to Geaux Gold. This event introduces the LSU culture and history, and it helps employees build a lifelong connection to LSU and the Baton Rouge community. Registration is required and can be done through the Training and Event Registration. Lunch is provided.

60 DAYS

60 Days	
Status	**To Do**
Critical Actions	
	Ensure new team member has selected their retirement elections in Workday and submitted all necessary forms.
Check-in	
	Schedule a check-in meeting, if frequent one-on-one meetings are not currently scheduled. The following questions are recommended when understanding your employees experience: • What is something you discovered recently that you wish you would have known sooner in your onboarding process? • Do you have any preferences for how you would like to gain additional training and experience so you can be successful (formal classroom, hands-on, job shadowing)? • Is there any professional development that interest you? (Including offerings on campus) • How is your experience with the team? • Who has been most helpful to you so far and why? • How can I further support you in your role?

60 Days	
Status	**To Do**
Resources	
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

90 DAYS

90 Days	
Status	**To Do**
Check-in	
	Discuss any changes to the organizational vision and strategic plans for both the university and unit.
	The following questions are recommended when understanding your employees experience: • What areas/tasks/projects are you enjoying the most within your position? • Are there any aspects of your job that you find frustrating or unfulfilling? • Any challenges that you have faced within your time at LSU? • Have we provided all the tools you need to be successful, and if not, what do you need? • Are there any areas where you feel you could benefit from additional trainings or resources? So far, what trainings or resources have been most effective/beneficial? • Is there any professional development that interest you? (Including offerings on campus) • How can I further support you in your role?
Resources	
	Ensure new team member has all the tools needed to be successful in their job (supplies and/or training).
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

SIX MONTHS

Six Months	
Status	**To Do**
Check-in	
	Discuss any changes to the organizational vision and strategic plans for both the university and unit.
	Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability. The following questions are recommended when understanding your employees experience: • Are there any specific achievements you are particularly proud of? • Do you feel your role and responsibilities are clear? • How do you feel about your progress on the goals we set at the beginning? • What areas/tasks/projects are you enjoying the most within your position? • Are there any aspects of your job that you find frustrating or unfulfilling? • What challenges have you faced in the last few months, and how have you addressed them? • Are there any tasks or projects you feel you need more support or training on? If so, what trainings or resources have been most effective/beneficial? (Including offerings on campus) • Do you have any preferences for how you would like to gain additional training and experience so you can be successful (formal classroom, hands-on, job shadowing)? • Are there any skills you would like the opportunity to develop more? • Are there any processes that can be better streamlined? • How is your experience with the team? • How can I further support you in your role?
Resources	
	Remind employee about any important campus-wide activities and ways to get involved (e.g., Employee Identity Caucuses (Black; LatinX; LGBTQ+, Asian & Asian American Pacific Islander; Disability), Staff Senate, and Faculty Senate.
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

NINE MONTHS

Nine Months	
Status	**To Do**
Check-in	
	Discuss any changes to the organizational vision and strategic plans for both the university and unit.
	Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability. The following questions are recommended when understanding your employees experience: • How satisfied are you with your job overall? • Do you feel your role and responsibilities are clear? • How do you feel about your progress on the goals we set at the beginning? • What areas/tasks/projects are you enjoying the most within your position? • Are there any aspects of your job that you find frustrating or unfulfilling? • What challenges have you faced in the last few months, and how have you addressed them? • Are there any skills you would like the opportunity to develop more? • Are there any areas where you feel you could benefit from additional trainings or resources? So far, what trainings or resources have been most effective/beneficial? • Is there any professional development that interests you? (Including offerings on campus) • How can I further support you in your role?
Resources	
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

ONE YEAR

One Year	
Status	**To Do**
Check-in	
	Discuss any changes to the organizational vision and strategic plans for both the university and unit.
	Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability. The following questions are recommended to understand your employee's experience: • Are there any specific achievements you are particularly proud of? • What areas/tasks/projects are you enjoying the most within your position? • What are some elements of the position you are *not* enjoying as much? • What challenges have you faced in the last few months, and how have you addressed them? • Are there any skills you would like the opportunity to develop more? • Are there any areas where you feel you could benefit from additional trainings or resources? So far, what trainings or resources has been most effective/beneficial? • Is there any professional development that interest you? (Including offerings on campus) • How can I further support you in your role? • Where do you see yourself in the next year within LSU? • What can we do to help you achieve your professional goals?
	Assess the job description to identify any new responsibilities that should be included.
Build Relationships	
	Celebrate employee's achievement of 1 year of service. Here are some ideas to celebrate this milestone: • Write a heartfelt note or letter expressing gratitude for their hard work and dedication. • Acknowledge the employee's anniversary in a team meeting or an office-wide email. Highlight their achievements and contributions. • Decorate their desk with balloons, banners, and a card signed by the team. • Take them to coffee or lunch.
Resources	
	Employee is now eligible for tuition exemption.
	Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).

DEVELOP

Developing new employees is crucial for enhancing and building skills and knowledge, productivity, efficiency, employee engagement, morale, and succession planning.

Professional Development Offerings for Employees

There are many on-campus development opportunities available that are no cost to LSU employees. A full list of professional and workplace development course descriptions can be found on this page. To register for a training, visit the Training and Event Registration website.

HRM Training and Organizational Development

The HRM Training & Organizational Development division partners with units to assess needs and design strategies to enhance and strengthen individual, group, and overall organizational effectiveness. Departments interested in further exploring these offerings can complete the Training & Organizational Development Request Form.

Coursera Career Academy

LSU Online & Continuing Education is excited to provide access to Coursera Career Academy – an innovative online platform that offers professional certificates in high-demand fields. This benefit comes at no cost to LSU faculty, staff, and students on the Baton Rouge campus who meet certain eligibility criteria.

Learners can enhance their career skills with professional certificates developed in collaboration with industry leaders while enjoying the flexibility to learn at their own pace.

QuickHelp

QuickHelp is a user-friendly site designed to help make the most of your Microsoft applications. There are skill paths designed to give insight into Microsoft Teams. These skill paths are comprised of courses, usually approximately two minutes in length, that get right to the heart of what you want to know.

Faculty Technology Center

The Faculty Technology Center (FTC) provides IT support, consultations, and innovative solutions to faculty and graduate teaching assistants tailored to their individual teaching, research, and operational needs.

ENGAGE

Engaging employees leads to a happier, more productive, and committed workforce that positively impacts operations and helps achieve long-term objectives.

Employee Work Anniversary and Birthday

Recognizing and celebrating these milestones show your employees that you value their contributions and efforts. It's a way of acknowledging their hard work and dedication, which can boost morale and motivation.

Faculty and Staff Recognition: Jazz Brunch

Dedicated and loyal employees make LSU's mission possible. The annual Jazz Brunch recognizes and honors LSU employees who have reached 25, 30, 35 or more years of LSU service (in increments of 5 years). Employees, along with their manager, will receive an invitation to celebrate their committed service and are encouraged to make plans to attend this special event. Honorees receive an invitation via email to select an LSU branded gift of their choice from the milestone collection as a token of appreciation for their steadfast dedication to the LSU mission.

Faculty and Staff Recognition: Service Awards

LSU values the importance of commitment to its community. Employees reaching milestones of 10, 15, and 20 years of LSU service receive a certificate and letter of recognition by the LSU President. Certificates are distributed to the employee's home department to be distributed in the preferred manner of the department, division, or college.

Only active, full time LSU employees on the A&M campus are recognized within this program. Part Time, Temporary, Gratis, and those employed through nextSource are not included. Employees at other LSU campuses should contact their Human Resource Office to learn about award programs at their campus.

The awards are granted based on the length of time employed by LSU. Time employed as a student employee, Graduate Assistant, unpaid Intern, or employed by other Louisiana State Agencies does not count. Honorees that reach a milestone during a calendar year will be recognized in a ceremony held early in the following calendar year.

The Service Awards Report by Company Service Date report is a report in Workday that can be run by departmental HR Analysts that will provide a list of employees and each year that they will hit a milestone celebrated by this program.

To identify your departmental HR Analyst, in Workday search and select the My HR Contact for Employees report.

Employee Perks

Discount services are available for entertainment, travel, employee wellness, personal finance, and teaching/research aids through campus departments and campus vendors. For more information on campus perks, visit the HRM Perk website.

Geaux Gold

The purpose of this program is to enhance employee engagement and help our new hires build a lifelong connection to LSU and the Baton Rouge community. The program takes place in the Student Union and lunch is provided. Registrations will be accepted on a first come, first served basis. To register, visit Training and Event Registration.

Identity Caucuses

LSU has different identity caucuses to help employees connect with those across the LSU community. The Office of Engagement, Civil Rights, and Title IX houses more information on each of these caucuses.

Performance Management

The Continuous Performance Management (CPM) represents a continuous process of planning, communication, evaluation, development, and recognition between the employee and the supervisor. The process begins with a planning session for the manager to set major responsibilities, goals, and review the competencies for employees. Please note: a Planning Session must be completed by the manager **within 30 days of the effective hire date** in the following cases: a new Classified/Unclassified/Other Academic employee is hired, or an employee begins another position (lateral move/promotion/demotion/change job).

Each year, managers complete an Annual Evaluation that provides formal documented feedback and offer development opportunities based on performance. For more information, visit the Performance Management webpage.

ONBOARDING RESOURCES

- ITS phone services for requesting a new phone number.
- LSU branded stationary
- Sample welcome schedule
- University Policies
- Departmental Software and Systems Sample Template

Welcome Email from Manager

Hi [employee's name],

Welcome to Louisiana State University [Office Name]! We are pleased you are joining us on [hire date].

During your first day, you can expect to [give general outline of what they will be doing or provide information about Benefits and Retirement Orientation email that they will receive].

I am looking forward to your success with LSU.

Welcome Email to Office/Team from The Manager: Prior To Start

Hi Team,

I am very pleased to share with you that [Name] has accepted the position of [Title] in [Department]. We are very excited that [Name]'s first day working with us will be on [Date].

Provide brief background including where they are currently working, title, a bit of background on the type of work they are currently doing and information about educational background. Provide information on any unique knowledge, skills, or experience the person will be bringing to the team.

Please join me in welcoming [first name] to [department name]!

Thank you,

[Department Head and/or Manager Name]

Common Campus Contacts

Office/Department	Phone Number	Main Email Address	Campus Location
Police Department	225-578-3231	lsupd@lsu.edu	204 South Stadium Road
Office of Human Resource Management	225-578-8200	hr@lsu.edu	110 Thomas Boyd
Facility Services	225-578-3186	facilityservices@lsu.edu	Facility Services Building, Engineering Lane
Parking and Transportation Services	225-578-5000	parking@lsu.edu	Room 109 LSU Student Union
ITS Help Desk (myLSU login issues, advanced access to software systems, etc.)	225-578-3375	servicedesk@lsu.edu	200 Frey Computing Services
Office of Civil Rights and Title IX (including ADA)	225-578-9000	ocrandtix@lsu.edu	118 Himes Hall
Payroll Office	225-578-7217	payroll@lsu.edu	204 Thomas Boyd
Registrar	225-578-1686	registrar@lsu.edu	112 Thomas Boyd
Bursar	225-578-3357	bursar@lsu.edu	125 Thomas Boyd Hall
Financial Aid & Scholarships	225-578-3103	financialaid@lsu.edu	1146 Pleasant Hall
Procurement	225-578-2176	purchase@lsu.edu	213 Thomas Boyd Hall
AP & Travel	225-578-1550	Contact Information	217 Thomas Boyd Hall
Sponsored Accounting Programs (SPA)	225-578-5337	-	240 Thomas Boyd Hall
Office of Sponsored Programs (OSP)	225-578-2760	osp@lsu.edu	202 Himes Hall
Ombudsperson	225-578-0337	ombuds@lsu.edu	346 Hatcher Hall

REFERENCES

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