



First-Year Employee Experience (FYEE) Human Resources Generalist (HRG) Guide

Onboarding new employees in your HUB through the first year:

Onboarding is not a one-day event, but rather extends through the first year of employment. This customizable document should be used as a reference for HRGs to engage with and support new employees through their first year of employment.

Corresponding FYEE Guides (customizable):

Managers will customize a FYEE guide for themselves and their new hire. Request a copy of these guides so you can stay connected with where the new hire is in the FYEE.

- [FYEE – Employee Guide](#)
- [FYEE – Manager Guide](#)

Welcoming Your New Hire:

- Week before their first day or on their first day:
 - Send a Welcome email introducing yourself and welcoming the employee to Texas A&M (see example below)
Howdy!
On behalf of the Division of Human Resources and Organizational Effectiveness (HROE) at Texas A&M, I'd like to introduce myself and extend a warm welcome to you as you start your career at the university. As your Human Resources Generalist (HRG) for HUB X, I am here to support you throughout your employment journey and ensure your HR needs are met. As you settle into your new role, I encourage you to reach out to me if you have any questions about HR-related issues, including benefits, wellness, and leave. I look forward to meeting you soon! In the meantime, please visit our [website](#) to see all the ways HROE is here to serve you.
- Coordinate with the new hire's manager to be a part of their first day/week in the department (ex: lunch, meet and greet, 1:1 with new employee)
- 30-Day Check-In:
 - Visit with your new hire. Proposed questions:
 - Have you had a chance to meet everyone on your team?
 - Has anything come up that you haven't found answers to? i.e., Benefits or leave
 - Do you feel supported?
 - How would you rate your level of engagement up to this point on a scale of 1-10? How can I help you raise your level of engagement?
 - HROE Communication – share with them about the monthly *Employee Updates* email that is sent out by HROE on the 3rd Tuesday of every month.
- 90-Day Check-In:
 - Visit with your new hire:

- Have they explored LinkedIn Learning and Organizational Development's (OD) website for professional development opportunities? Direct them to orgdev@tamu.edu if they have any questions about offerings.
 - Are they having any issues with Workday – updating Worker profile, setting goals? Introduce them to Workday Help in SSO for links to [Job Aids](#) and [Reference Guides](#)
- 6-Month Check-in:
 - Take your new hire to lunch and get to know them better (check with your HUB leadership to see if funds are available first).
 - Suggest they sign up for a campus tour or Living Well event, or attend a First Year Employee Experience offering.
 - One-Year Check-in:
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