**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](https://tamucs.sharepoint.com/:w:/r/teams/Team-HROE-EmployeeExperience2/Shared%20Documents/General/First%20Year%20EE%20Experience/FYEE%20Guides/FYEE%20Guide%20-%20EE.dotx?d=w74a8533c39ee4ea3af9475005bbf2255&csf=1&web=1&e=cRq9vy)
* [FYEE – Manager Guide](https://tamucs.sharepoint.com/:w:/r/teams/Team-HROE-EmployeeExperience2/Shared%20Documents/General/First%20Year%20EE%20Experience/FYEE%20Guides/FYEE%20Guide%20-%20Manager.dotx?d=w8a5f9966c622430583a3cf870d099005&csf=1&web=1&e=lrhcLB)

**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*](https://employees.tamu.edu) *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:
    - Have you had a chance to meet everyone on your team?
    - Has anything come up that you haven’t found answers to?
    - Do you feel supported?
    - How would you rate your level of engagement up to this point?
  + 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](mailto: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](https://it.tamus.edu/workdayservices/training/job_aid/Manage-Your-Work-Experience/) and [Reference Guides](https://it.tamus.edu/workdayservices/training/reference_guide/)
* 6-Month Check-in:
  + Take your new hire to lunch and get to know them better
  + Attend a new hire campus social with your employee
  + Suggest they sign up for a quarterly campus tour or virtual tour
* One-Year Check-in: