Maynooth University
Human Resources
Office

Maynooth University
Employee Onboarding Guidelines

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1. Introduction

As a University our continued success is dependent on the dedication of our employees and the demonstration by all colleagues of the highest levels of performance and contribution. The University's growing global reputation is based on the originality, quality, importance and impact of our research and scholarship, our commitment to teaching and learning, the quality of our academic programmes and our leadership in widening participation in higher education.

Maynooth University (MU) HR provides new employees with essential information on working in MU, organisation structure, strategy, payroll, employee benefits, research and services.

2. Purpose of Guidelines

The purpose of these guidelines is to outline the supports available to new employees during their onboarding period and to outline the roles and responsibilities of those involved.

3. Supports Available

The Maynooth University new employee onboarding process involves the following supports;

- A webpage for potential employees entitled *Come work with us*, with information on what the University has to offer as an employer of choice. This webpage includes information on what makes Maynooth University unique, our vision and values, the Maynooth University Strategic Plan, salary scales, sustainable commuting, employee benefits and exploring Maynooth.
- A webpage for new employees *before they start* with the University, to provide them with information on areas such as, HR set up, relocating to Ireland, registering with Revenue, getting a PPS number, setting up a Bank Account, how to get to Maynooth and things to do in Maynooth.
- A webpage for new employees *when they have started*, which includes information on the University structures, the facilities on campus for employees, employee self-service (ESS), getting set up on systems, health and safety for employees, Maynooth University policies, using the library and the Employee Wellbeing Service called *Inspire.*
- An online welcome presentation for new employees highlighting the history of the University and the Strategic Plan.
- An Induction information and checklist for the new employee, which they should complete over a period of time with their Head of Department and support colleague - *a New Employee Information Guide and Checklist*. There are checklists available for different categories of staff.
- We have introduced *New Employee Information Sessions* once a month. The purpose of these sessions is to signpost new employees to information useful to them.
- An Orientation Programme takes place on campus in February and October each year to discuss key areas that new employees should be aware of. There is also an additional section for academic and research staff on the services provided by the Research Development Office.
- New Employee Networking Sessions: These take place in March, June, September and November each year. It includes a short talk on a topic of interest to new employees followed by tea/coffee, a light lunch and an opportunity to meet other new starters, to make contacts with other employees and share experiences and information.
- For Heads of Department: *Head of Department Information Guide and Checklist* to support Heads of Department or their nominee understand their role in onboarding the new employee, including the recommendation for a support colleague to be assigned to the new employee.

- The *How to Onboard New Employees* course is available to line managers and those responsible for the onboarding and support of new colleagues. This course provides you with information on the supports available in MU and what to cover as part of the induction and onboarding process.
- Wellbeing Supports
  - Inspire -Employee Assistance programme
  - Wellbeing Seminars
  - Wellbeing Wednesdays/Month
  - Further Information - https://www.maynoothuniversity.ie/human-resources/employee-wellbeing

4. Booking Process

- All supports are free of charge. Some of the online supports require your MU log in details to access them.
- To book your place on the New Employee Orientation Programme, log into your Employee Self Service portal.
- To book your place on the next New Employee Networking Session, log into your Employee Self Service portal.
- To book your place on the How to Onboard New Employee log into your Employee Self Service portal.

5. Roles and Responsibilities
Employee

The employee is responsible for:
- Availing of the supports for new employees
- Using the *New Employee Information Guide and Checklist*
- Registering on and attending the New Employee Orientation Programme

Human Resources Department
The Human Resources Department is responsible for:
- Updating the material available for new employees on the HR website.
- Inviting new employees to the next New Employee Orientation Programme.
- Confirming availability for those who book on to the New Employee Orientation Programme.
- Managing the Orientation Programme.
- Co-ordinating the new employee network sessions.
- Co-ordinating the *New Employee Information Sessions*.

Head of Department
The Head of Department or their nominee is responsible for:
- Preparing in advance for the new employee to arrive. Using the Head of Department Information Guide and checklist to understand their role in onboarding the new employee
- Assigning a support colleague to the new employee.
- Being familiar with the supports available for new employees.
- Encouraging the new employee to register and attend the New Employee Orientation Programme and networking sessions.

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