



Maynooth University  
Human Resources  
Office

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# **Maynooth University Employee Onboarding Guidelines**

**(November 2019)**

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# Section One

## 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.

The supports offered for new employees will help achieve strategic objective 9.3 'We will provide high quality induction programmes'.

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. Guiding Principles

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](#)
- An updated classroom-based Orientation Programme to discuss key areas that new employees should be aware of, followed by a Research at Maynooth University Orientation which aims to introduce new employees to the Research Development Office (RDO) team and provide an overview of how research funding applications are managed in the University.

- **Networking:** A meet up quarterly, to make contacts with other new 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.

## 4. Application Process

- All supports are free of charge. Some of the online supports require your log in details to access them.
- To apply to attend the Maynooth University New Employee Orientation Programme, employees should enrol online through the Learning & Development section of the Human Resources website <https://www.maynoothuniversity.ie/human-resources>

## Section Two

### 5. Monitoring and Review

Learning & Development will monitor these guidelines. They shall be reviewed after a period of 2 years.

### 6. 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.
- Informing new employees of the next date for the New Employee Orientation Programme.
- Confirming availability for those who book on to the New Employee Orientation Programme.
- Managing the Orientation Programme for new employees.
- Co-ordinating the new employee network 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.

## Contact Details

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