



# ONBOARDING NAVIGATOR

WHAT DOES IT MEAN?

## TOP TASKS OF AN ONBOARDING NAVIGATOR

Think back to your first day at UofL. What made you feel welcome? What was challenging? An onboarding navigator will help guide and welcome new employees into their department.

### Set the tone

Onboarding navigators will provide a warm welcome to the new hire at New Employee Orientation and set the tone for the departmental welcome.

### Share knowledge

Answer questions on the best spot to park near your office, dress code, business hours and other aspects of your office culture to prepare for their second day.

### Bridge the transition

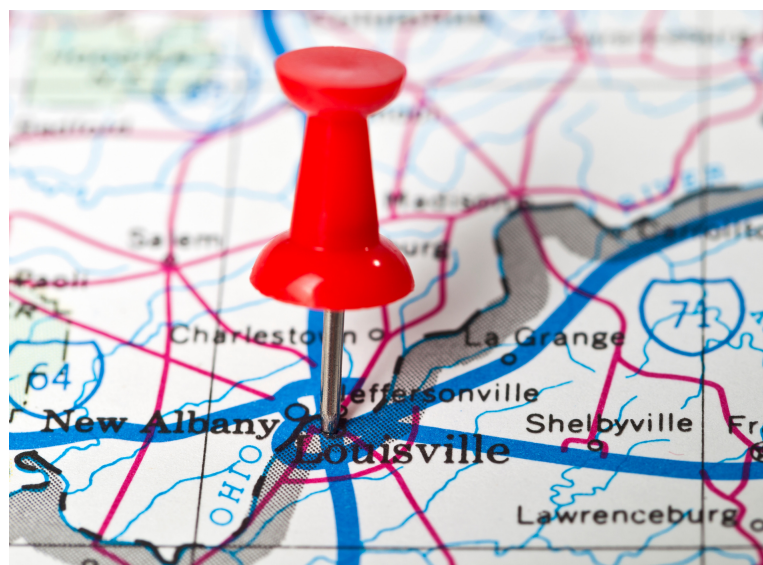
Navigators will arrange to meet the new hire at the beginning of their second day to bridge the transition from orientation to department. Your new colleague will be relieved to see a friendly face!

### Introductions & tour

Introduce the new hire to their supervisor and co-workers in the department. Give them a tour of the facility. Where do they find the restrooms? Coffee? Fridge?

### Recommendations

Many new hires are new to Louisville, or at least to the area they will be working, so this is a great opportunity for a navigator to share nearby restaurant recommendations, favorite hiking trails and so on.



## TOP REASONS TO BE AN ONBOARDING NAVIGATOR

### Networking

Meeting new hires on their first day and helping them settle in is a great way to build a network of colleagues at the university.

### Free food

Who doesn't like free food? Onboarding navigators are invited to have lunch during orientation to meet their new hire.

### Community of care

The feeling of community goes both ways with a new hire and an onboarding navigator.

### Small commitment...

... **BIG IMPACT.** Your time the first few days will be invaluable to the new hire's first impression and future success. Who wouldn't want to be a part of that?