



CONCORDIA ST. PAUL

CSP Employee Supervisor HR Onboarding Guide

Concordia University, St. Paul

Prepared by Concordia University, St. Paul
Owner: Human Resources



Section 1: Introduction.....	2
Welcome Message.....	2
Important Contacts.....	3
Terms.....	3
Links.....	3
Section 2: Getting Ready to Hire.....	4
Job Specific Expectations.....	4
Job Description.....	4
Job Posting, Interviewing, and Hiring.....	4
Section 3: HR Onboarding.....	6
What is HR Onboarding?.....	6
HR Onboarding Overview.....	6
Requirements of HR Orientation day:.....	7
Section 4: Hiring Manager Resource Toolkit.....	9
Two Weeks before the Start Date.....	9
First Day of Work.....	10
First Week of Work.....	10
First Month of Work.....	10
First 90 Days of Work.....	11
First Year of Work.....	11
Equipment and Supply Checklist.....	12
Closing Statement.....	13

Section 1: Introduction

Welcome Message

This document exists to provide supervisors with a working guide to understanding the hiring process of a new CSP employee.

At Concordia St. Paul, we believe in nurturing an environment of excellence and fostering a culture of professionalism and school pride. Our supervisors play a vital role in shaping the campus community by modeling workplace behavior for our employees. We embrace the following guiding principles:

- **Excellence:** We are committed to the highest standards of performance, ethics, and integrity in all aspects of our work.
- **Ambassadorship:** We proudly represent our institution both on and off campus, serving as the "face" of the university to our student employees and modeling what CSP stands for.
- **Service:** We are dedicated to providing exceptional service to all individuals we encounter, including fellow staff, faculty, students, and campus visitors.
- **Accountability:** We hold ourselves accountable for our actions, take responsibility for our mistakes, and strive to learn from them.

Important Contacts

Department	CSP Staff/Faculty Contact
Human Resources: -How to Post a Job -How to Hire an Employee -Onboarding Paperwork -I-9 Verification -Direct Deposit Help -Timesheet Help	Cassidy Leininger (cleininger@csp.edu), Emily Penz (penze@csp.edu), or humanresources@csp.edu
Human Resources: -Budget Help -Performance Issue	Dee Ann Kerr (kerr@csp.edu)
IT Help Desk -Password reset	651-641-8866 or helpdesk@csp.edu
Network Services -Creating phone number	networkservices@csp.edu

Terms

Title/Role	Definition
CSP Supervisor	A CSP staff or faculty member who oversees hiring, training, and supervising of CSP employee.
CSP Employee (Part-Time or Full-Time)	A person employed by CSP.
Academic Year	Please find the current academic calendar here .

Links

To find additional supervisor resources, templates, and processes, please visit the [CSP HR Recruiting and Hiring webpage](#).

Section 2: Getting Ready to Hire

Job Specific Expectations

Because each department may have unique rules, regulations, and expectations, there may be a need for the supervisor to develop a set of guidelines specific to their department needs that go beyond what is outlined in the [employee handbook](#). (E.g: a more robust attendance policy, dress code.)

Job Description

[Jobs descriptions](#) provide a detailed overview of the position and job responsibilities. The description should list all qualifications required for the position. This may include physical requirements (e.g: must be able to stand for 3 hours at a time), academic requirements, availability, etc.

All employee positions are required to have job descriptions on file with the Human Resources Office. Any updates needed throughout the year should be sent to the Human Resources Office.

Job Posting, Interviewing, and Hiring

To provide equal opportunity for all applicants, all open positions are posted online through Paycor for a minimum of two weeks. All employees will be required to submit an application to be considered for employment.

- **Staff:** candidates are required to submit a resume, cover letter, and references to apply for a staff position.
- **Contracted Faculty of Practice (CFP):** candidates are required to submit a resume, and unofficial transcripts to apply for a CFP position.
- **Full-Time Faculty:** candidates are required to submit a resume, cover letter, unofficial transcripts, letter of recommendation, teaching philosophy, answer four (4) university questions, and submit references to apply for a full-time faculty position.

If additional documentation is needed, please specify when requesting to post the position.

Once a candidate has been offered a position, the supervisor will request to hire them through Paycor. To find detailed instructions on how to request a position be posted, please visit the [Hiring Manager Guide to Paycor](#).

Section 3: HR Onboarding

What is HR Onboarding?

HR Onboarding at Concordia University-St Paul is the process of integrating a new employee into our University. Onboarding is in place to assist new employees in becoming successful in their position, and to familiarize them with CSP's culture, mission and vision.

HR Onboarding Overview

Requirements and Eligibility

To be eligible to be a CSP employee, one must:

1. Pass a background check.
2. Have a United States social security number.
3. Have proper identification as determined by Form I-9.

Once the hiring manager selects their new hire, a background check is run on the candidate. Per University policy, employment is contingent upon clear background check results and completion of all required onboarding tasks listed below **prior** to the start of their job. **It is the supervisor's responsibility to uphold these policies.**

Once HR receives a the cleared background check, an offer letter is drafted and sent to the hiring manager for review. Once approved, the HR Representative sends the candidate a welcome email explaining the onboarding process. The offer letter and wage statement are sent to candidate via AdobeSign.

Once a candidate signs off on the offer letter and wage statement the HR Representative can proceed to issue HR onboarding paperwork.

HR Employee Onboarding (Pre-Hire)		
To-do:	NewStaff Employee	New Faculty Employee
Submit online application (Paycor)	✓	✓
Background check (AssureHire)	✓	✓
Sign offer letter and wage statement (AdobeSign)	✓	✓
Sign contract		✓
Complete onboarding paperwork via Paycor	✓	✓
I-9 verification with HR	✓	✓
Post-hire		
Direct deposit form	✓	✓
Safety Skills trainings	✓	✓

Requirements of HR Orientation day:

The Human Resources Office hosts orientation for new employees each month (typically the first and third Monday of the month). Upon an employee's first day of employment they are invited to join the HR Representative in **Ries Tower 9th floor at 9:00AM** for a full day of orientation. Throughout orientation HR will provide coffee/water, donuts and lunch.

An overview of the following will be provided:

- Form I-9 verification
- Laptop setup
- CSP history, mission, and vision
- C.A.R.E Guide with Director of Security
- Parking Pass set-up

- LCMS overview
- Benefit summary
- Direct deposit
- Payroll calendar
- Where to find W2
- Timesheet instructions
- New employee reference guide
- Tour of campus if time and weather permits
- Additional resources

If the employee has any questions regarding HR orientation, or the I-9 verification process, please have them contact the Human Resources Office.

It is the supervisors responsibility to knowledge check the employees and go through the employee handbook with them. Be sure to follow up with employees on their understanding of timecards, payroll, and direct deposit.

Section 4: Hiring Manager Resource Toolkit

Two Weeks before the Start Date

- Request Paycor offer approval and background check
- HR confirms approval and receives successfully passed background check
- Verbally offer to candidate

Once candidate accepts official offer/HR sends Campus Announcement:

- Submit a laptop request form to IT and clarify technology access and needs
- Submit an ID and key request (if applicable) to Card Services requesting campus access (be specific to include all access including personal office and outer office as needed)
- Submit a business card , name badge and office sign request on the [Google Form](#)
- Schedule a time to receive ID/keys and parking pass in the first week of work
- Send announcement/email to your department announcing the new hire and their background
- Schedule a time with departmental employees to welcome the new employee
- Schedule a time to meet with Executive Leadership Team members if possible
- Schedule meetings of introduction and regular meetings with key faculty/ staff that the new employee will be in contact with on a regular basis
- Prepare workspace - ensure it is cleaned and equipped with necessary supplies (see supply list)
- Call the new employee two days prior to start and confirm (HR also emails this to employee):
 - Start Date
 - Location of Office
 - Start Time
 - Communicate dress attire
 - First day contact person
 - Communicate the types of identification needed for the completion of the I-9 form
- Develop a training schedule to be completed within the first two weeks of the employees' start date (i.e. Banner, Voicemail, Email, Timecard)
- Add employee to any email distribution lists that you may have in your department

First Day of Work

- Employee will arrive at the Human Resources Department (Ries Tower 9th floor) at 9:00 AM to complete orientation
- Communicate with new employee that you will meet them at their workspace on the next scheduled workday

First Week of Work

- Conduct a tour of their work area - close by restrooms, departmental break/kitchen area, vending machines, supply room, emergency and first aid supplies, printer, emergency evacuation plans, etc.
- Introduce new employee to colleague
- Conduct a campus tour around the times scheduled to pick up ID/ Keys & Parking Pass
- Team lunch
- Schedule a meeting to go over job description, duties assigned, departmental expectations (i.e. vacation time, start and end times, lunch times) and the training process for the first two weeks of work
- Discuss their work style, the supervisor's work style, and department work style
- Provide employee a current agenda of projects the department is currently involved in and what role the new employee will play
- Assist with any Zoom, laptop, login setup/issues

First Month of Work

- Establish a weekly or biweekly meetings with new employee
- Discuss process for performance review; set short term and long term goals (review performance standards)
- At the end of the month give feedback on the employee's first month in the position
- Make sure that the new employee has met all key department contacts
- Encourage the employee to attend a campus event (i.e. chapel, sporting events, music concerts, theater shows, art shows, etc.)
- Ensure the employee has completed mandated Safety Skills trainings (FERPA, Title IX, Sexual Harassment Training, Diversity Equity and Inclusion, and Data Protection)

First 90 Days of Work

- Encourage employee to provide feedback about the Onboarding Program to HR in 60-day review
- HR completes a 60-day 'How ya doin'?' review
- Provide a copy of and conduct the [90-day introductory performance review](#)
- Review performance goals (both short term and long term)
- Provide training as needed for the employee that may pertain to the University and/or the employee's position
- Encourage the new employee to volunteer for a large campus events (i.e. Welcome Week, Homecoming, Christmas Concert, and Commencement)
- Continue to introduce employee to key personnel
- Continue to provide additional challenging tasks for the employee

First Year of Work

- Conduct year performance appraisal
- Establish goals for the upcoming year

Equipment and Supply Checklist

Having the necessary equipment and supplies available on the first day of work ensures the new employee is set up for success. Requests for computer and technology should be done prior to the new employee’s first day.

Access keys/codes:

- ID card
- Parking pass
- Printer
- Laptop
- Zoom
- Email
- Banner (if applicable)
- CSPConnect
- Other as needed: _____
- Other as needed: _____
- Other as needed: _____

Desk/Office Supplies:

- Monitor(s)
- Keyboard
- Docking station
- Mouse
- Pens
- Other as needed: _____
- Other as needed: _____
- Other as needed: _____

Procedural Directions:

- How to request equipment, repairs and supplies
- Zoom directory
- Other as needed: _____
- Other as needed: _____
- Other as needed: _____

Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that CSP employees and supervisors stay aware of changes in procedures, policies and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at CSP. If you have suggestions for how we can improve this guide, please reach out to the Human Resources Office at humanresources@csp.edu.