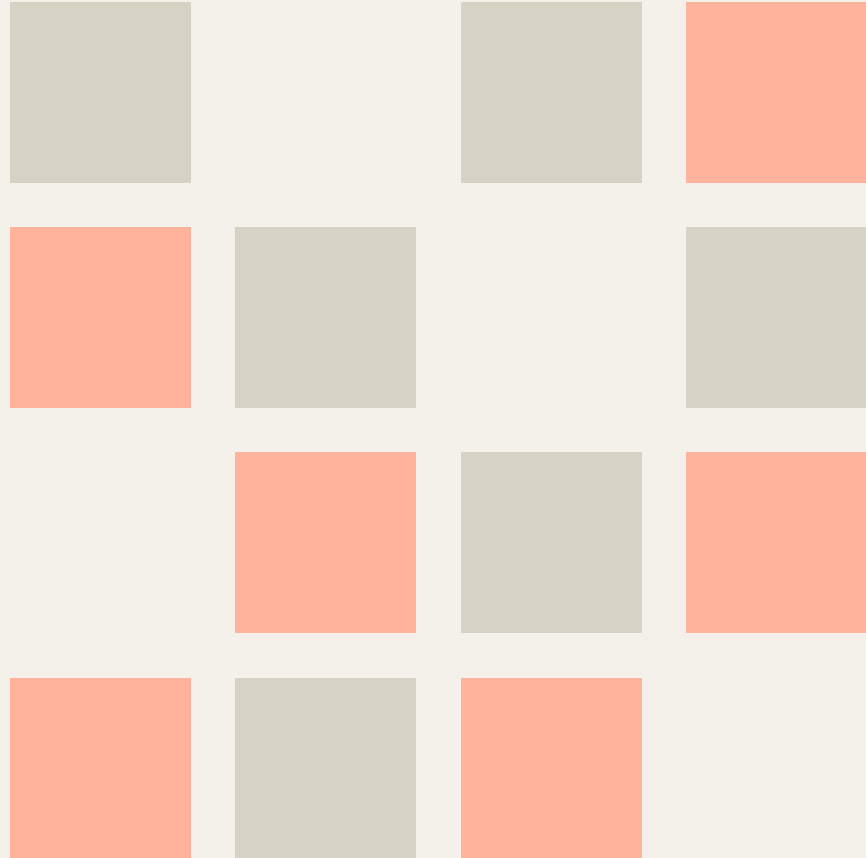


OIT Peer Onboarding Program

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December 10, 2020

Presentation to OIT Directors



01

Overview

The mission and goals of a Peer Onboarding Program for OIT

02

Role Expectations

What an ideal Peer Guide should embody

03

Program

General expectations for hires and peer guides in this program

04

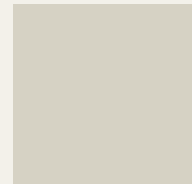
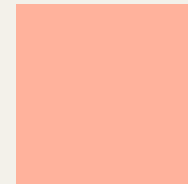
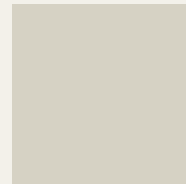
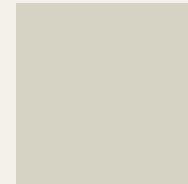
Peer Guides

A preview of the Peer Guide Handbook

05

Additional Info

Program logistics and FAQs



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01

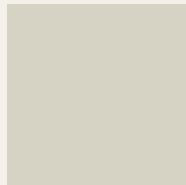
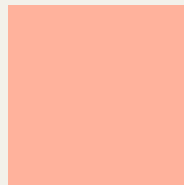
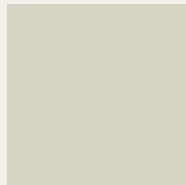
Overview

Context

- OIT: 350 staff, 60 students, 5 divisions & 55 groups
- Large, diverse and geographically-separated organization
- Unique experience of being fully remote due to COVID and/or once we implement remote work plans



Be intentional about providing a valuable context and designing access to network to all new hires



Summary

The **Peer Onboarding Program** is designed to create an engaged, culturally-adept workforce

- Welcomes new employees with a dedicated **peer network**
- Shares resources and guidance for big and small questions and needs that arise
- Drives **cultural transformation** by introducing values and expectations on day 1
- Boosts **employee engagement** through a holistic and personal onboarding experience
- This program is **NOT** an orientation, mentorship or job training

The OIT Peer Onboarding Program and the processes that support it are designed to:



Limit new employee's feeling of being "lost" when starting a new role



Provide a social "in" to new employee by providing access to social and professional networks, both in and outside of OIT



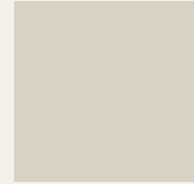
Set expectations of organizational culture from day one



Conduct organizational knowledge transfer, providing valuable context to new employees

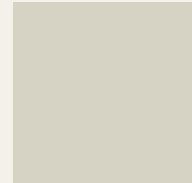


Be beneficial for both peers and new hires



Program Goals

- Make employees feel **comfortable, welcomed, connected,** and **set up for success** in their new role
- Cultivate understanding and embodiment of **OIT culture and values**
- Foster OIT cultural values from day one in order to:
 - Ensure a **smooth transition** for new employees
 - Give a **space for questions and feedback** that arise when adjusting to a new work environment



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02

Role
Expectations

The ideal peer guide that will be partnered with a new employee will:

01

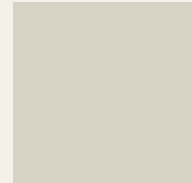
Make themselves available to meet with a new employee regularly

02

Take the effort to connect the new employee with the people and resources they need

03

Model OIT's mission, vision and cultural values



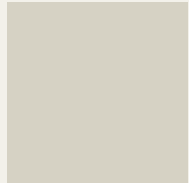
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03

Program

General Expectations



- OIT employees will be expected to apply and receive **supervisor approval** to participate in the program as a peer guide
- No more than **two new hires** may be assigned to a peer at any given time.
- **All** new hires will be assigned a peer guide.
- New hires should be paired with peers **outside of their team** and will be paired with staff at the **same or similar professional level**





Peer Commitment





- Peer guides will commit to a total of **6 hours** of meeting time within the employee's **first 3 months & up to 6 months**
 - Exceptions for extenuating circumstances or mutually agreed upon early expiration
- 
- 



Expectations and Communication



- The first meeting will be scheduled by OIT HR in first week of employment
 - Pairs to agree upon methods and frequency of communicating and checking in during the first meeting
 - Pairs are encouraged to have a **code of conduct conversation** during their first meeting.
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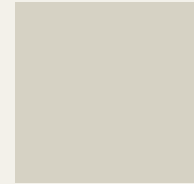
A decorative grid of colored squares in shades of coral, dark green, and beige, arranged in a pattern that frames the central text. The grid consists of 15 squares in total, arranged in four rows: the top row has 3 squares, the second row has 4 squares, the third row has 5 squares, and the bottom row has 3 squares.

04

Peer Guide
Handbook

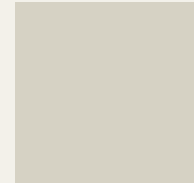
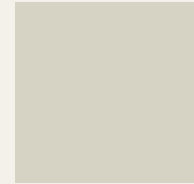
Peer Guide Expectations

- Model OIT values
- Share what you love about working at UCI and OIT
- Listen, learn about the new employee asking questions about their career, interests, and background
- Share your network, your knowledge and your experiences with them generously
- Connect them to campus resources, events, and involvement opportunities
- Be patient and understanding as new hires adjust to a new environment



Peer Guide Application Questions

1. Why do you want to participate in this program?
2. Share an example of how you live out the OIT cultural values
3. Tell us about the kind of experience you would want someone in OIT to have as a new employee.
4. What do you want them to know about working in OIT/at UCI?
5. Have you already secured your supervisor's approval for this commitment?



Additional Logistics/FAQS

01

How will the pairings be made?

- Outside of new employee's immediate team (preferably from outside of their division)
- Same or similar job level
- Personality & interests if necessary

02

Who should apply to become a peer guide?

All types of employees, regardless of experience and job code

03

What's the benefit for the Peer Guide?

- Engagement Goal for ACHIEVE
- Gain perspective from outside the organization that offers depth and diversity

04

What's the Hiring Manager's role?

Hiring managers will work alongside a Peer Onboarding workgroup member or HR representative

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Thanks!

Visit the OIT Culture Initiative site for more info about OIT's values and culture transformation @ sites.uci.edu/oitculture/



Introduction

Dear OIT Peer Guide,

Thank you for volunteering to welcome our new employees in OIT as part of the peer onboarding process. You have been selected to participate because of your engagement in OIT and your commitment to our cultural values. This program was designed to continue developing an engaged, culturally-adept OIT workforce and your role in this effort is vitally important. Through sharing resources and guidance, you will help our new employees feel connected, involved and included in the OIT family from day one, and serve as a resource for questions big and small.

The information in this guide is intended as a starting point for your conversations with the new hire you're assigned to guide - it should not be seen as an exhaustive, or prescriptive list. Feel free to use what you find helpful and what the new employees may most connect with and leave what doesn't serve you. Each new employee will come in with unique questions and interests; part of your role will be getting to know them as well so you can offer information and guidance that fits their needs.

The OIT Culture work group and OIT senior management are grateful for your time and commitment in volunteering - we hope you find this experience enjoyable and rewarding as well.

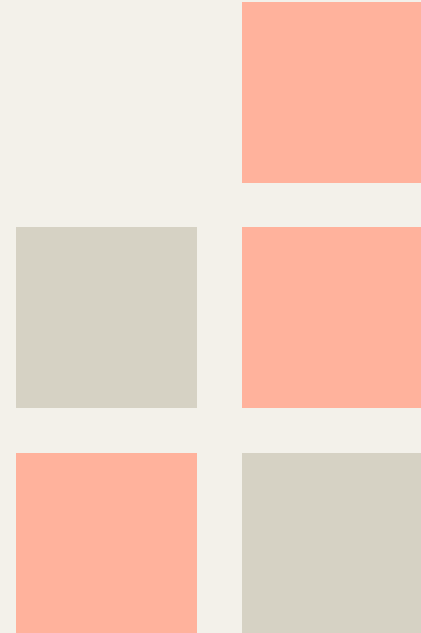
If you have any questions or feedback regarding the program, please reach out to oitculture-workgroup@uci.edu

Thank you for helping us to welcome our newest team members!

- The OIT Culture Team

Conversation Starters

1. Tell me more about your background, and why you wanted to work at UCI.
2. What are your interests and hobbies?
3. Share your favorite campus spot, a nearby restaurant, shopping, etc
4. Tell new hire a story about your first day or memorable or rewarding experience you've had at UCI.
5. What questions do you have for me?
6. The best way to reach me in between our meetings is <MS Teams/Email/etc.>



Resources & Links

Information

- [ZotMail](#) - subscribe, manage preferences, and get updated on events, news, & opportunities
- [UCI News](#)
- [Coronavirus Updates](#)
- [UCI Today](#) (campus events calendar)
- [UCI Wellness Program](#)
- [Campus Engagement Program](#)
- [With U · For U](#) mobile app

Get involved:

- [Diversity Affinity Groups](#)
- [Staff Assembly](#)
- [Staff Advocacy and Outreach](#)

Professional Development

- [UCLC](#) training courses (required & optional)
- 4,000+ learning courses on UCI Udemy
- [Gartner Campus Access](#)
- [EDUCAUSE](#) (UCI is a member institution - login to access resources)

Connect with OIT

- [OIT Vision, Mission, Values + OIT Culture website](#)
- [About OIT](#) (Organizational Chart)
- Microsoft Teams + [WaterCooler channel](#)
- Monthly staff meetings
- OIT workgroups and activities:
 - [Accelerating innovation](#)
 - [OIT Culture Workgroup](#)
 - OIT Agile Forum
- Internal resources
 - [OIT Wiki](#)
 - [ServiceNow](#)

Connect with UC IT Colleagues

- [UC Tech Slack workspace](#)
- [UC IT blog](#)
- [UC Tech](#) annual conference