INTRODUCING...

**ONBOARDING – AGRILIFE STYLE!**
“While training and onboarding are not only the pieces that prepare an employee for their job, without them, chances are new hires will not make it past the first few months. The first 90 days are the right time to introduce hires to new colleagues, share with them your expectations, and help them to understand the specific values your company espouses.”

How To Get Employee Onboarding Right
Human Resources

**About**: Recruits excellent people, develops well-trained employees, and, through strategic planning and action, seeks the retention of a high quality, enthusiastic and motivated workforce to carry out the mission of the organizations we serve.

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**Employee Resources**
- Employee Notices
- Required Training
- Position Descriptions/Evaluations
- Employee Assistance Program
- Benefits/Insurance/Retirement

**News**
- AgriLife Onboarding
- Announcements – FLSA
- Project Helios – Workday
- Pay Plan

**Links**
- Apply for AgriLife Jobs
- Supervisor Toolkit
- Contact HR, or Payroll

[http://agrilife.org/onboarding](http://agrilife.org/onboarding)
Texas A&M AgriLife

Employee Information
- Who is Texas A&M AgriLife
- History
- Land Grant Mission
- Organization Chart
- AgriLife Directory
- Texas A&M AgriLife Locations
- DayOne-New Employees
- Annual Notices
- Benefits
- Holiday Schedule
- Payroll
- Rules and Procedures
- Single Sign On

Unit Contact Information
- DayOne – Unit Contacts
- TAMUS Policy 33.99.12
- New Employee Processing
- AG 465 New Employee Worksheet
- Onboarding Welcome Packet
- Sample Meeting Agenda for New Hire/Manager Meeting
- Sample Email to Existing Staff Announcing/Welcoming New Hire
- Sample Meeting for New Employee First Day
- The Onboarding Timeline

NEW EMPLOYEE ONBOARDING CHECKLISTS
- College of Agriculture and Life Sciences
- Texas A&M AgriLife Extension
- Texas A&M Forest Service
- Texas A&M AgriLife Research
- Texas A&M Veterinary Medical Diagnostic Laboratory