

# Welcome to the Tri-University Research Administration Conference.

Your session will begin shortly. While you wait, please review the following reminders::

## Zoom Troubleshooting

### Issues with Audio

Turn off headset/computer speakers and call in by phone for audio

### General Issues

Log off and log back in using SSO

### Technical Support

Call 480-965-9065 Ext 1.

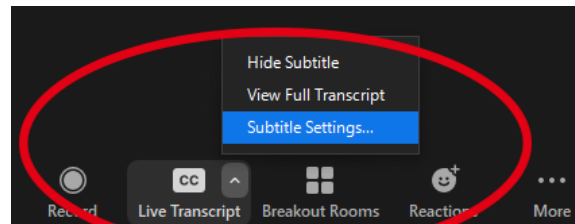
## About this Session

### Recording

Today's session is being recorded and will be made available for later viewing

### Closed Captioning

The Closed Caption/Live Transcript feature has been enabled. You can show/hide the CC via your meetings controls located at the bottom of your screen.



## We'd Love Your Feedback!

To help us plan next year's Tri-University Research Administration Conference, we would love to get your feedback.

# Land Acknowledgement

The **Arizona State University** (ASU) acknowledges the twenty-three Native Nations that have inhabited this land for centuries. Arizona State University's four campuses are located in the Salt River Valley on ancestral territories of Indigenous peoples, including the Akimel O'odham (Pima) and Pee Posh (Maricopa) Indian Communities, whose care and keeping of these lands allows us to be here today. ASU acknowledges the sovereignty of these nations and seeks to foster an environment of success and possibility for Native American students and patrons. We are advocates for the incorporation of Indigenous knowledge systems and research methodologies.

**Northern Arizona University** sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

We respectfully acknowledge the **University of Arizona** is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.



# Onboarding and Training in a Virtual World

Nicole Cox, Grant + Contract Officer  
Office of Research & Sponsored Projects Administration,  
Arizona State University

Amber Martin, Grant + Contract Officer Senior  
Office of Research & Sponsored Projects Administration,  
Arizona State University

# Question:

What is the first word you think of when you think of onboarding a new employee?

Enter answer at

<https://PollEv.com/ambermartin108>

or

text AMBERMARTIN108 to 22333 once to join,  
then text your answer

Question:

What is the first word you think of when you think of (virtually) onboarding a new employee?

Results



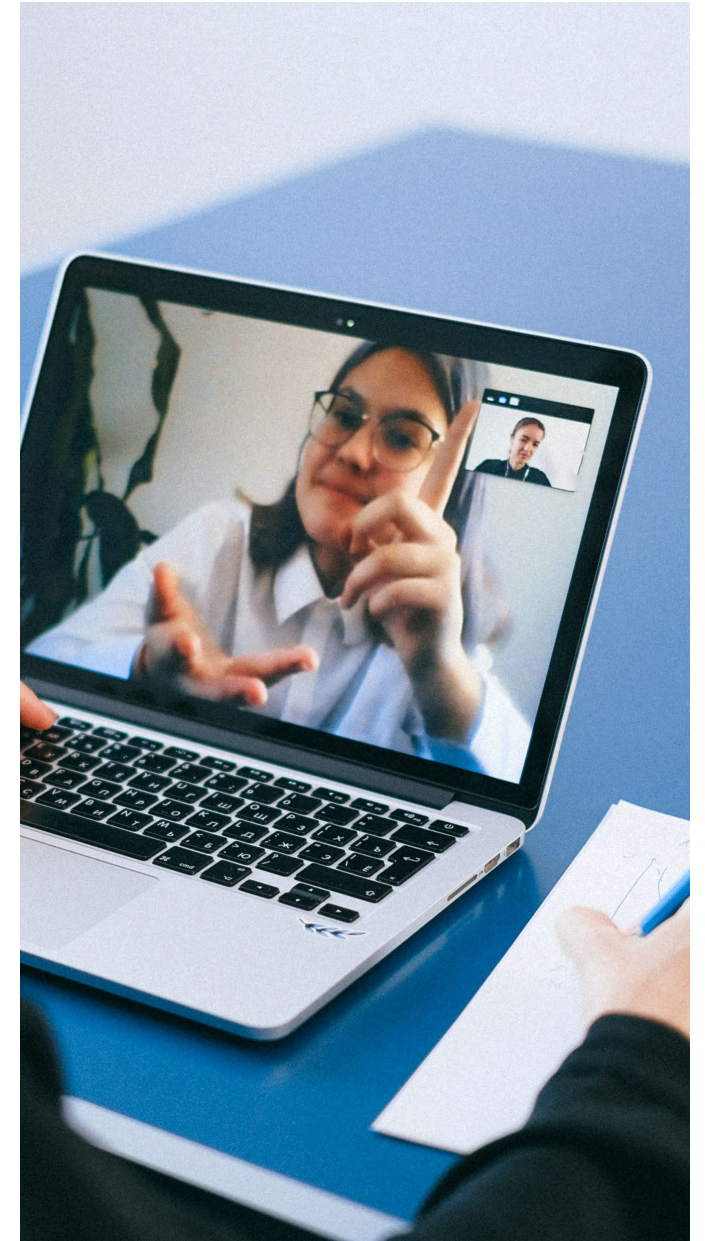


# Onboarding a New Employee: A Supervisor's Perspective





# Onboarding a New Employee: A Supervisor's Perspective



# Easy breezy, lemon squeezy? **NO**





Easy breezy,  
lemon  
squeezy? **NO**



Easy breezy,  
lemon  
squeezy? **NO**



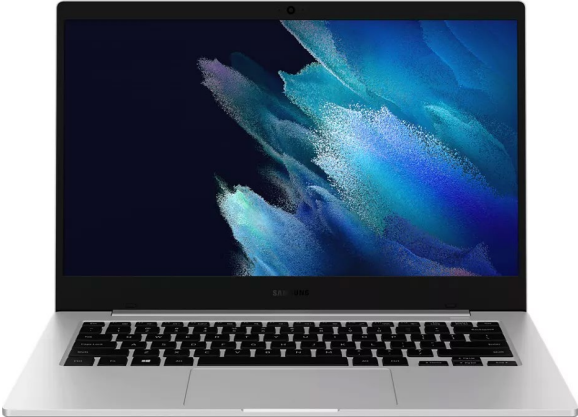
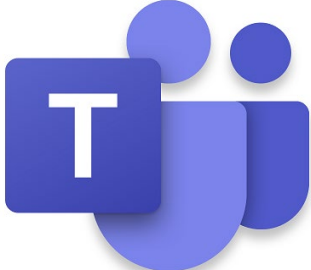
# Before the first day: Preparing for the new employee



i. Send welcome email to new employee.

# Before the first day: Preparing for the new employee

ii. Start seeking access for new hire.



**Research Academy**



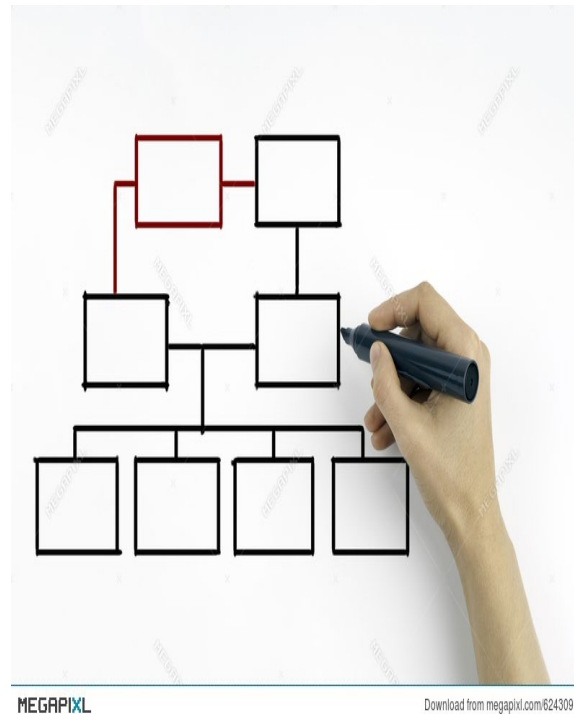
# The first day: Greeting the new employee



- i. Meet employee and give a tour of building.

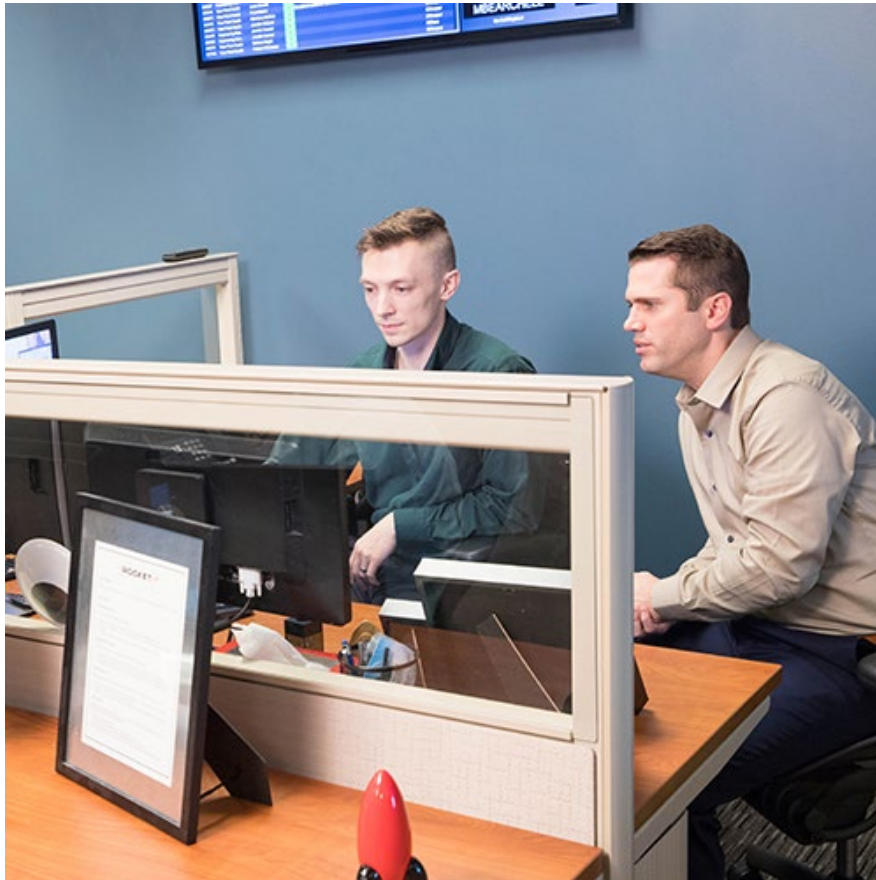
# The first day: Greeting the new employee

ii. Give an overview of the position and department.

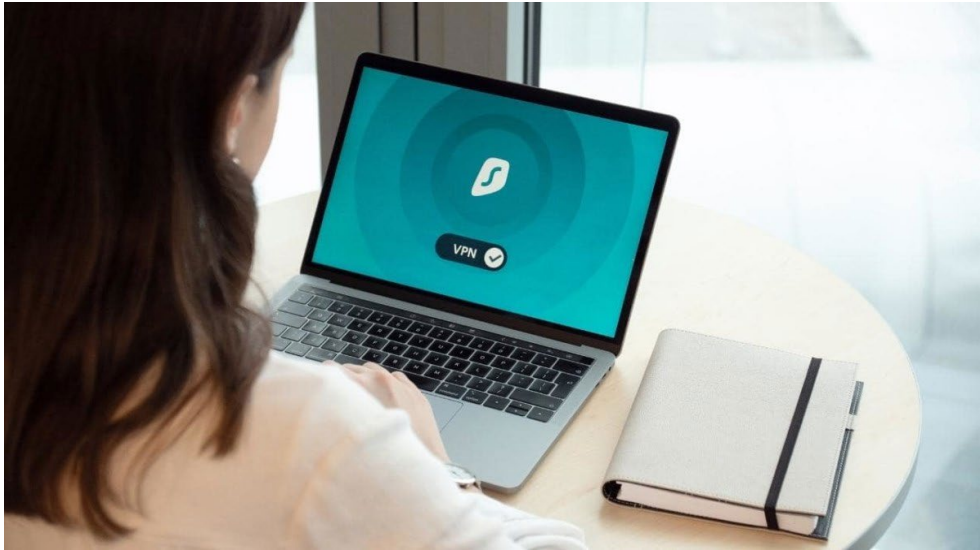


# The first day: Greeting the new employee

iii. Check access.



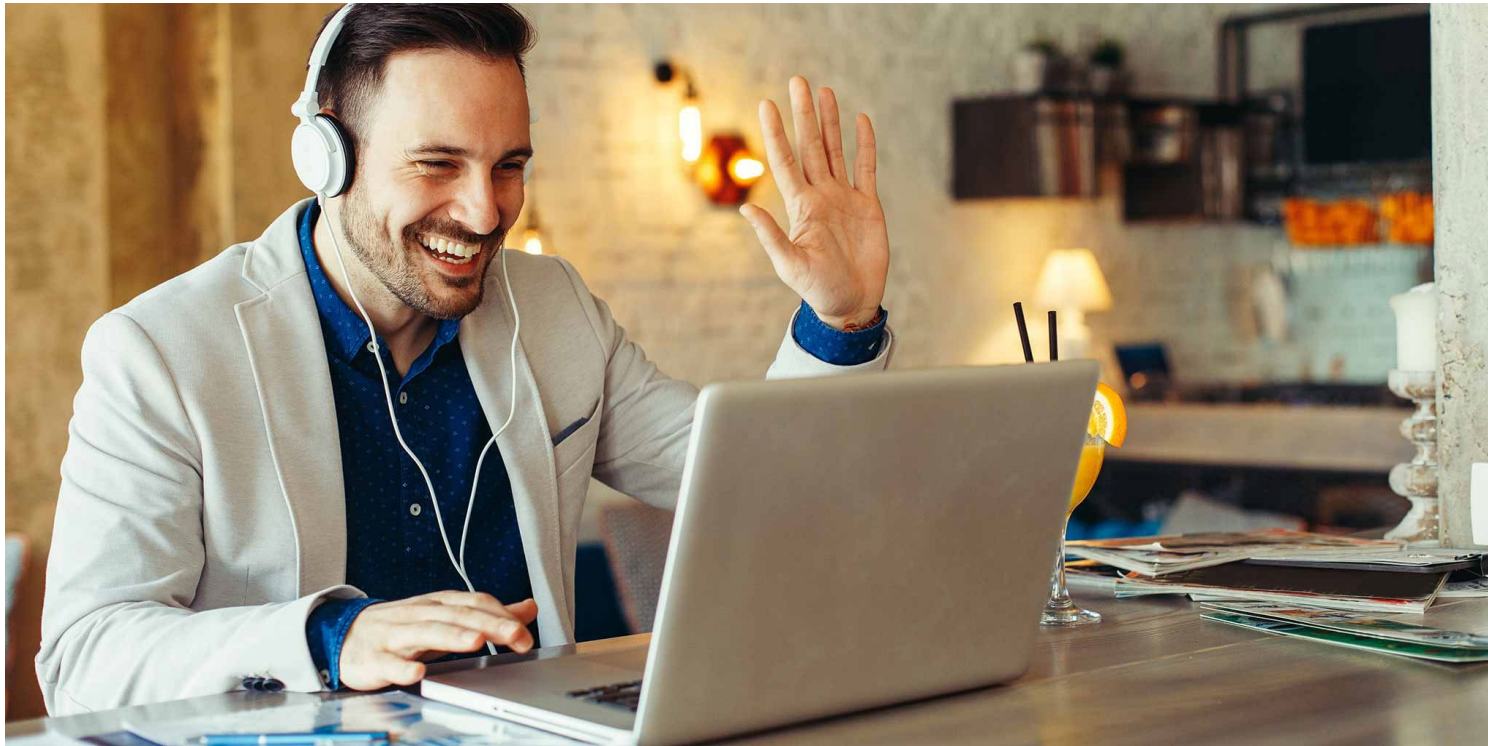
# The first day: Greeting the new employee



iv. Second day plan?



# The first week: Introducing the new employee



- i. Second day: access checks, Q&As, meeting the team

# The first week: Introducing the new employee



- i. Second day: access checks, Q&As, meeting the team

# The first week: Introducing the new employee

ii. Third day: example: attending team meeting



# The first week: Introducing the new employee



iii. Fourth day: example: virtual training

# The first week: Introducing the new employee

iv. Fifth day: additional training



# The first month and so on: Onboarding and training



- Introductions, trainings, job shadowing

# Tip #1: Have a plan.

- Document onboarding plans.

The screenshot shows a Google Sheets spreadsheet with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various editing tools. The spreadsheet has three columns labeled A, B, and C. It is divided into two main sections: 'The welcome email checklist' (rows 1-10) and 'Pre-onboarding checklist' (rows 11-19). Each row contains a task in column A, a status indicator in column B, and a 'Notes' column in column C. The status indicators are green checkmarks for the first section and orange squares for the second section.

	A	B	C
1	<b>The welcome email checklist</b>	<b>Status</b>	<b>Notes</b>
2	Warmly welcome them to the team	✓	
3	Include the starting date, time and location	✓	
4	Provide the phone number and email of their contact person	✓	
5	Provide a list of the documents they should bring	✓	
6	Include schedule breakdown of their first day	✓	
7	Explain the dress code, if there is one	✓	
8	Attach your company informational documents	✓	
9	Send an email to your new employee	✓	
10			
11	<b>Pre-onboarding checklist</b>	<b>Status</b>	<b>Notes</b>
12	Send out a company-wide email announcing the new hire, with their name and position	□	
13	Announce their start date, and which office they will be working from	□	
14	If possible, inform coworkers of the time and place for a meet-and-greet	□	
15	Make sure that the head of their department is prepared for the new arrival	□	
16	Define where the new employee's workstation will be	□	
17	Order all necessary equipment	□	
18	Create their accounts in the HR system	□	
19	Create accounts, email, and other needed accounts for the new employee (prepare a full list of all services)	□	

## Onboarding Checklist PowerPoint Template

The screenshot shows a PowerPoint slide with five columns representing different time periods: 'First Day', 'First Week', 'First Month', 'First Quarter', and 'First Year'. Each column has a header and a list of tasks. The 'First Day' column has a green background and four tasks, all with green checkmarks. The 'First Week' column has a teal background and three tasks, all with green checkmarks. The 'First Month' column has a light blue background and two tasks, both with green checkmarks. The 'First Quarter' column has a medium blue background and one task with a green checkmark. The 'First Year' column has a dark blue background and one task with a white circle. Each task includes a placeholder text: 'Insert your desired text here.' or 'This is a sample text. Insert your desired text here.'

First Day	First Week	First Month	First Quarter	First Year
✓ Insert your desired text here.	✓ Insert your desired text here.	○ Insert your desired text here.	✓ Insert your desired text here.	○ Insert your desired text here.
✓ Insert your desired text here.	✓ Insert your desired text here.	✓ Insert your desired text here.	○ Insert your desired text here.	
✓ This is a sample text. Insert your desired text here.	✓ This is a sample text. Insert your desired text here.	○ This is a sample text. Insert your desired text here.		
✓ Insert your desired text here.	○ Insert your desired text here.			
✓ This is a sample text. Insert your desired text here.				

# Tip #1: Have a plan.

✉ Create Email Template

Template name

Template subject Merge Fields

**B** *I* U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ Merge Fields

Share this template with my team

Cancel Save

- Save email templates.



## Tip #2: Be prepared to switch gears.



- Remember: plans change.

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- Remember: plans change.

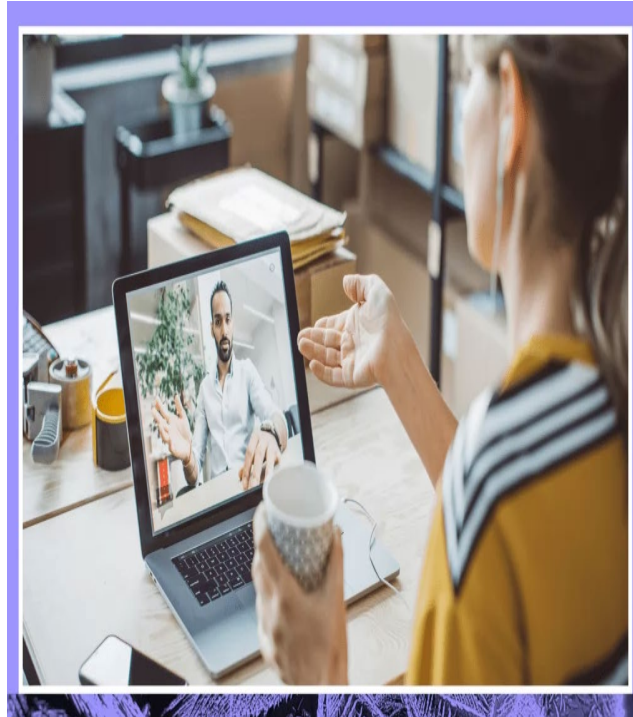


## Tip #2: Be prepared to switch gears.



- Have backup plans.

## Tip #3: Be present.



- Be reachable.

## Tip #3: Be present.



- Listen.

## Tip #3: Be present.



- Ask questions.

# Will the employee be in-person, hybrid, or 100% remote?



Does the employee have what they need to be able to work virtually?





# How can I make the meetings helpful and engaging?



# How does the employee feel about the process?



# How can I integrate the employee into the team?



# Being Onboarded in a Remote Environment

A person is shown from the side, sitting at a desk. They are using a silver laptop with their right hand on the keyboard and their left hand holding a smartphone. A white coffee cup with a black sleeve is on the desk next to the laptop. A pair of glasses is resting on the desk in the foreground. The background is a blurred office or home workspace with a window.

A person is sitting at a desk, working on a laptop. Their left hand is holding a smartphone, and their right hand is typing on the laptop keyboard. A black coffee cup is on the desk next to the laptop. A pair of glasses is lying on the desk in the foreground. The background is a blurred office or cityscape.

Question:

Have you been virtually onboarded for a position?

A person is sitting at a desk, working on a laptop. They are holding a smartphone in their left hand and typing on the laptop keyboard with their right hand. A coffee cup is on the desk next to the laptop. A pair of glasses is on the desk in the foreground. The background is a blurred office or city view.

Question:

Have you been virtually onboarded for a position?

RESULTS

# Virtual Events

- Employee Orientation



## Virtual Events

- Employee Orientation
- Wellness Sessions





# Virtual Events

- Employee Orientation
- Wellness Sessions
- Team meetings and introductions



The screenshot shows a website dashboard with three event cards and a sidebar. The top row features three event cards:

- Research Development:** Includes an image of a rocket and the text "Research Development" and "Opportunity Kick-off events...".
- ResBaz Arizona 2023:** Includes the ResBaz logo and the text "ResBaz Arizona 2023" and "ASU attendees will have the opportunity to...".
- Simplifying Data Transfer:** Includes the ASU Research Computing logo and the text "Simplifying Data Transfer" and "The ASU Research Computing".

Each card has a yellow bar at the bottom with a clock icon, a date range, and a "Details" button. The bottom row shows a sidebar with three panels:

- My Upcoming Events:** Displays a message: "You don't have any events coming up. Please visit the Event Catalog to find and register for events."
- My Example Proposals:** Lists three example proposals with logos and text:
  - U.S. Department of Education Proposals:** PI: ED Provider, Sponsor: U.S. Department of Education.
  - National Institute of Allergy and Infectious Diseases (NIAID) Example Proposals:** PI: NIAID Provider, Sponsor: National Institute of Allergy and Infectious Diseases (NIAID).
  - National Endowment for the Arts Example Proposals:** (Partially visible)

# Remote Trainings

- Self-paced activities



## Remote Trainings

- Self-paced activities
- Working with subject matter experts



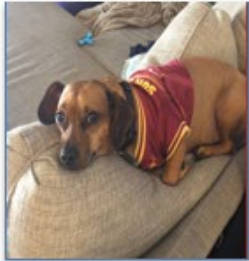
## Remote Trainings

- Self-paced activities
- Working with subject matter experts
- Lots of shadowing!

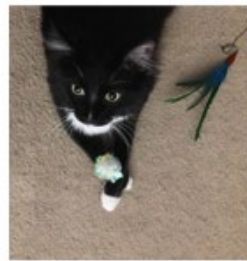
## Pre- Proposal Functional Group

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is to review proposals for administrative compliance based on the [Pre-Award F](#)  
[POR](#))



Valerie Keim



Lindsey Forry



Amber Martin



Jody Silentman



Nicole Cox



Natalia Areño

## Remote Trainings

- Self-paced activities
- Working with subject matter experts
- Lots of shadowing!
- Projects

# Communication Strategies

- Importance of chat functions



# Communication Strategies

- Importance of chat functions
- Virtual meetings (cameras on!)



# Communication Strategies

- Importance of chat functions
- Virtual meetings (cameras on!)
- Screen sharing







# Activities and Tools for Connectivity



# Wellness and Team Building

- Wellness discussions at team huddles

# Media Recommendations

Wednesday, September 14, 2022 3:00 PM

## Books

- Project Hail Mary
- Into the Drowning Deep by Mira Grant
- Tomorrow and Tomorrow and Tomorrow

NA

## Movies

-

## Music

-

## Shows

- Severance (Apple+)
- Derry Girls (Netflix)
- The Great Pottery Throwdown (HBO Max)
- iCarly revival (Paramount+)
- The Last of Us (HBO Max)

VK

NA

JW

NA

## Podcasts

- [Hype Function](#): Jeffery's podcast all about various entertainment interests
- Here's Where it Gets Interesting

JW

NA

## Games

- Stardew Valley (Switch, PS4, Xbox One or PC)
- Terraria (Switch, consoles, or PC)
- Story of Seasons franchise (various ~~nintendos~~, but coming to PC summer 2023)
  - o Role playing farm game and ADORABLE
- Wytchwood (Switch, PS4, PS5, Xbox One, PC)
  - o Gathering/puzzle/story game
- Fall Guys (PC, all consoles, including Switch, PS5, PS4, Xbox One)
  - o Cute, adorable beans who jump and dive over obstacles!

JW

VK

JW

CG

# Wellness and Team Building

- Wellness discussions at team huddles
- Wellness resources in shared OneNote



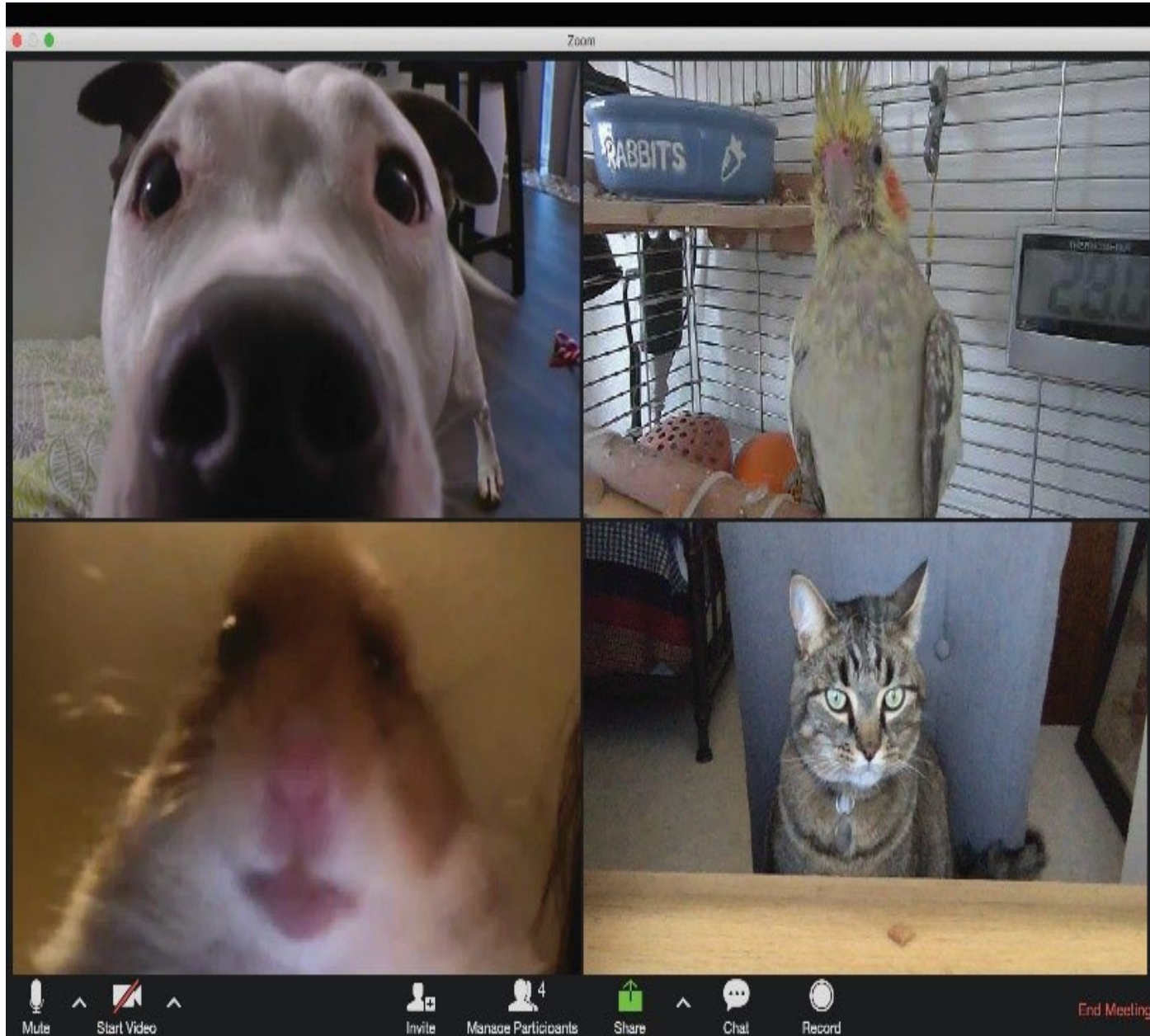
## Wellness and Team Building

- Wellness discussions at team huddles
- Wellness resources in shared OneNote
- Monthly lunchtime game sessions



## Wellness and Team Building

- Wellness discussions at team huddles
- Wellness resources in shared OneNote
- Monthly lunchtime game sessions
- In-person events, when possible

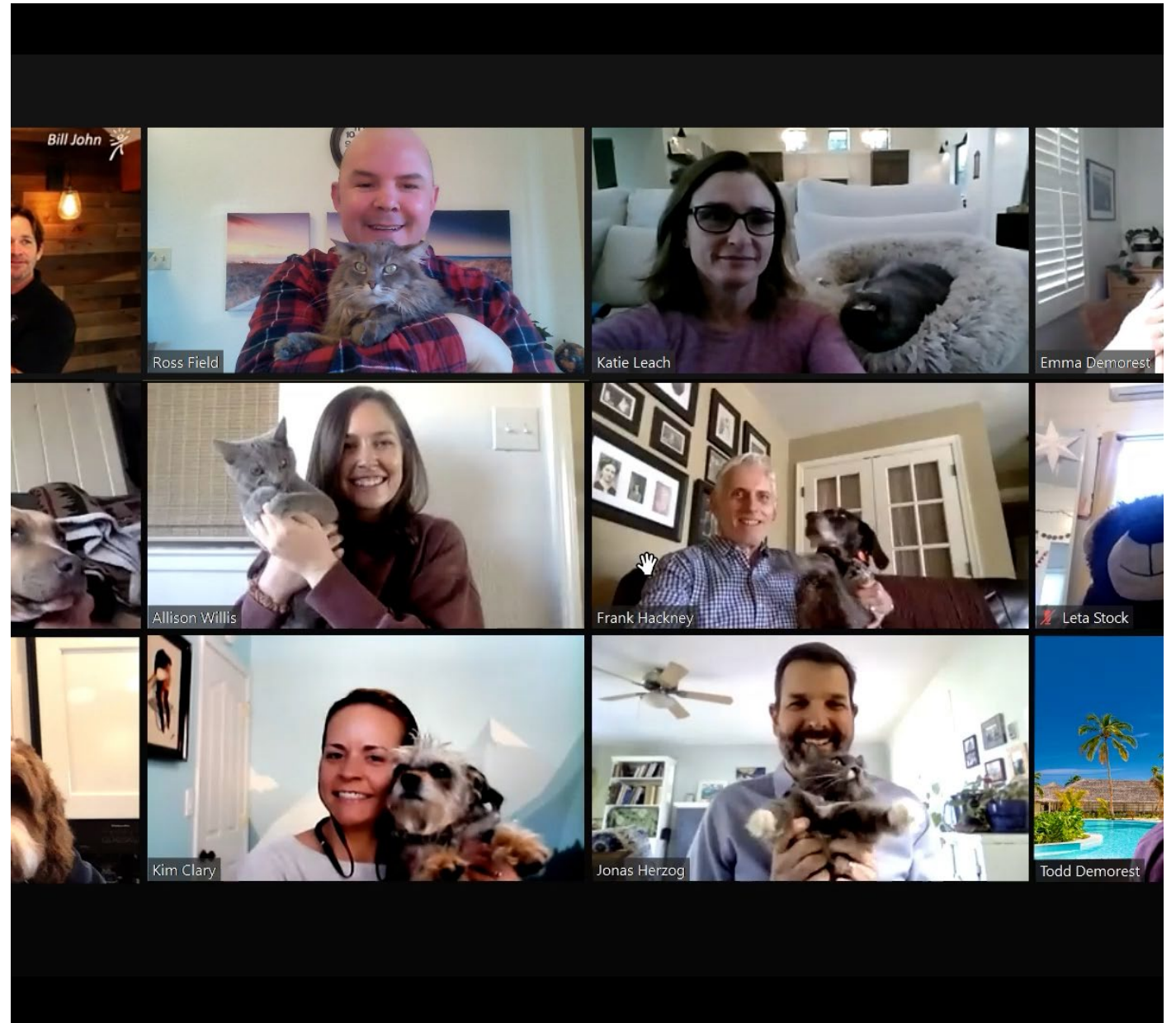


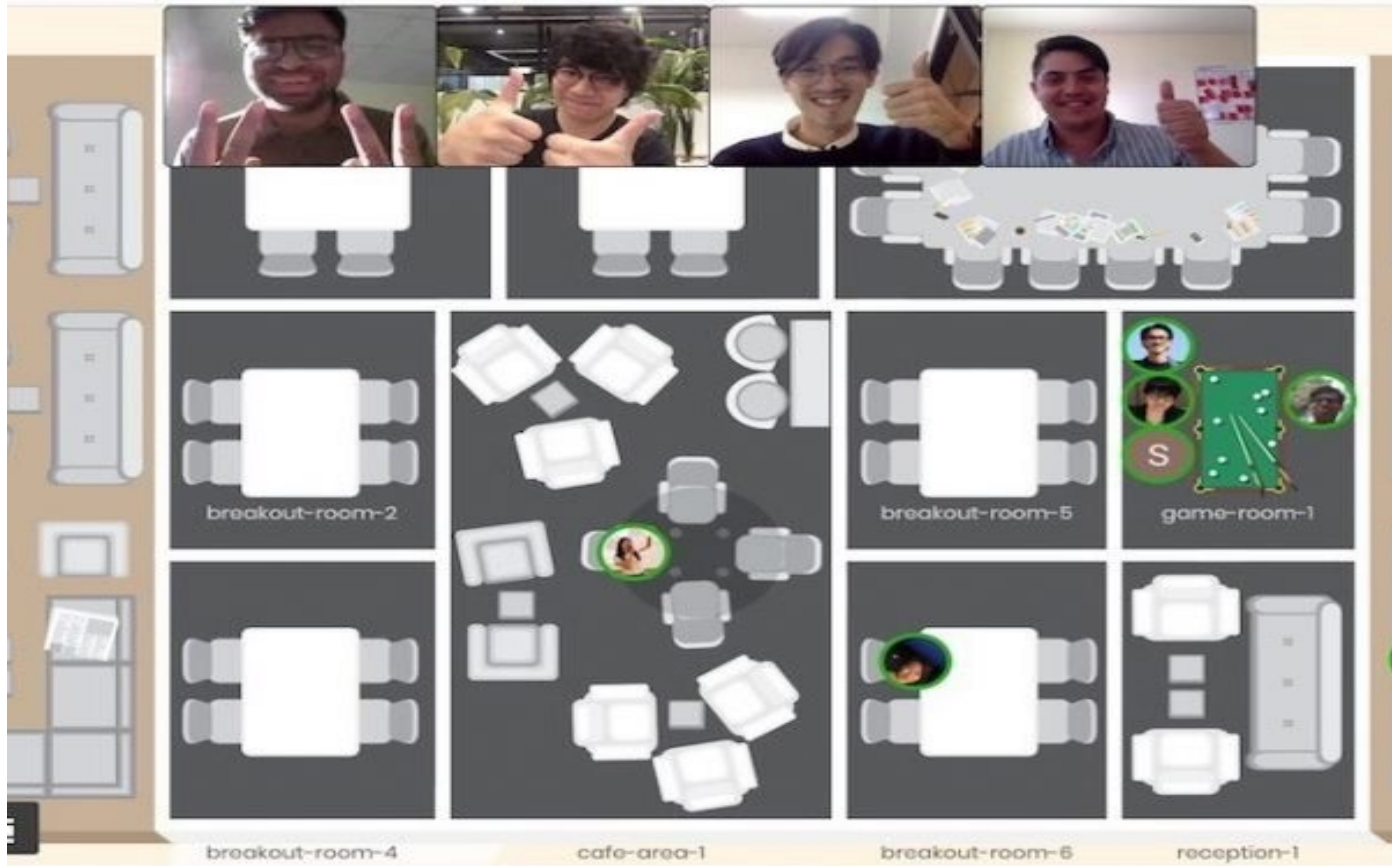
## Meet & Greet

- Introductory
- Department wide (and department adjacent)
- Structured

# Meet & Greet

- Part I: Introductions





## Meet & Greet

- Part II: Job Description/Department Description





# Meet & Greet

- Part III: Ice Breaker Question

Questions?

**Tri-University**

**Research  
Administration  
Conference**

