

**Executive**

**Leadership**



## **Onboarding Manual**

[www.augusta.edu](http://www.augusta.edu)

**Augusta University**

## Welcome!

This is a truly exciting time to be joining the Augusta University enterprise encompassing the Augusta University, AU Medical Center, the Children’s Hospital of Georgia, and the AU Medical Associates. You are now an integral part of this process, and we look forward to having you join the team as we work diligently to fulfill the esteemed [mission, vision, and values](#) of our enterprise!

We endeavor to provide each new executive with the foundation to be successful and productive. The Onboarding Program provides assistance with building positive relationships, facilitating communication, and understanding the culture. Furthermore, the guide provides useful tools to assist the family during transition.

The onboarding process is initiated once an offer of employment has been accepted and continues through your first year of employment. The first year is divided into three phases:

### **Engage** (Pre-arrival – 1<sup>st</sup> month of employment)

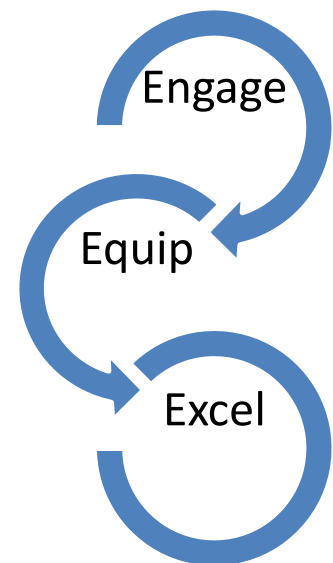
- A welcome call from the Executive Search Team to determine housing, education and moving assistance (see Pre-Arrival Executive Onboarding Questionnaire on page 4).
- The Hiring Authority and/or his/her designee prepares for your arrival by outlining the work essentials, scheduling meetings with key contacts, and setting up office arrangements.
- All new executives will be offered the opportunity to attend the GreatStart New Hire Orientation and Executive Leadership Orientation.
- A “Transition Team, including a designated Mentor” will be assigned. The Mentor will offer advice, resources, guidance, and the knowledge of “how things really get done.”

### **Equip** (2<sup>nd</sup> month – 6<sup>th</sup> month of employment)

- Executive is on board, gathering information and assessing/outlining strategic priorities..
- New Executives will have a series of one-on-one meetings with key stakeholders and direct reports.
- Augusta University strategic plan is reviewed for an understanding of how position relates to overall mission.
- Individual goals established, as relevant to the strategic plan.
- Training will be provided, as needed, to help with the understanding of internal systems, general operating practices, and to obtain other information or skills required in the performance of the job.

### **Excel** (6<sup>th</sup> month – 12<sup>th</sup> month of employment)

- The performance is assessed with appropriate feedback.
- Obtain feedback through new hire survey and other means.
- Recognize positive employee contributions.



## Transitional Key Areas

### Transitioning the Individual

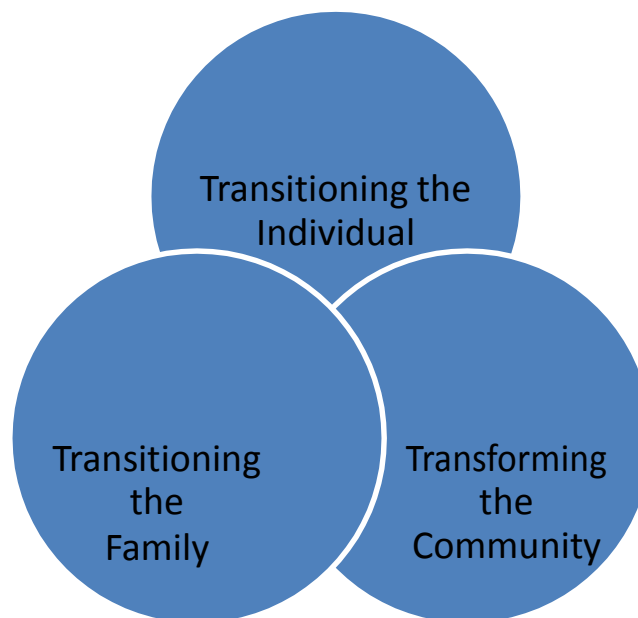
- Increase effectiveness and successful transition of new executive by providing key information, leadership consulting, peer coaching, performance feedback, and guidance within the first year.
- Integrating the family
- Connect to housing, personal services, and school information, if needed.

### Transitioning the Family

- Assist the executive's family in successfully relocating to Augusta.
- Assess and provide family and community integration resource needs
  - Spousal Employment Assistance
    - Provide consultation with HR representative regarding possible Augusta University positions as well as assisting with other local opportunities based on spouse's qualifications.
  - Housing
  - Education

### Transforming the Community

- Engaging and making a difference in the Augusta Community.
  - Recommend internal Augusta University community involvement (i.e. Alumni events)
  - Recommend external Augusta University community involvement (i.e. Day of Service)
- Attend local chamber events



## Pre-Arrival Executive Leadership Onboarding Questionnaire

In preparation for your arrival to Augusta University and in an effort to assist you in your transition, we are reaching out to customize your onboarding. Following is a series of questions to help guide this process.

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**Name**

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**Expected Start Date**

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**College/Division/Medical Unit**

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**Preferred method of contact**

### Planning

Would assistance with the following items be helpful to you?

\_\_\_ Contact with Augusta University approved moving companies

\_\_\_ Realtor

### Please circle HOUSING preference:

Temporary housing needs

Condo/Apartment living

Single – family home

Urban living (ability to walk to stores, entertainment)

Suburban living

**Relocation Status timeline:** Executive relocation date \_\_\_\_\_ Family relocation date \_\_\_\_\_

### Please circle SCHOOL preference:

Childcare Facilities/Daycare

Public: Elementary (K-5), Middle (6-8), High

Private: Elementary (K-5), Middle (6-8), High

College level: Two year, Four year, graduate

\_\_\_ **Employment assistance** with identifying employment opportunity for a spouse/significant other?

\_\_\_ **Are there any questions** you or your family may have about living in the Augusta area?

### Follow up Items:

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# New Executive Reference Guide

## Welcome to Augusta University

- [About Us](#)
- [Enterprise Overview](#)
- [A Welcome Message from our President](#)
- [Mission, Vision and Values](#)
- [Executive Leadership](#)
- [Fast Facts](#)
- [Campus Maps](#)

## Human Resources and Services

- [About HR](#)
- Employee Manuals– [Employee Manuals](#)
- Policy Management – [Policies and Procedures](#)
- Information Technology – [Training/Orientation](#) and [Technology Services](#)

## Benefits

- University
  - [Employee Benefits Summary 2017](#)
- Medical Center
  - [Health Care](#)
- [Wellness Center](#)

## Augusta University News & Events

- [JAGWIRE \(Campus News\)](#)
- [Events Calendar](#)
- [Jaguars Athletics](#)

## Relocation Toolkit

- Local Real Estate Agencies
  - [Blanchard and Calhoun](#)
  - [Century 21 Real Estate](#)
  - [Gwen Fulcher Young & Associates Real Estate Co.](#)
  - [Keller-Williams Realty](#)
  - [Meybohm](#)
  - [Sand Hills Properties](#)

- Private Schools
  - [Aquinas High](#)
  - [Augusta Christian](#)
  - [Augusta Preparatory Day School](#)
  - [Curtis Baptist](#)
  - [Episcopal Day School](#)
  - [Heritage Academy Augusta](#)
  - [Immaculate Conception Catholic School](#)
  - [Saint Mary on the Hill](#)
  - [Westminster Schools of Augusta](#)
  
- Public Schools
  - [Richmond County](#)
  - [Columbia County](#)
  - [Aiken County](#)
  
- Utility Services
  - Power
    - [Georgia Counties](#)
    - [South Carolina Counties](#)
      - [Aiken and Edgefield Counties](#)
  - Water & Sewer
    - Georgia Counties
      - [Richmond County](#)
      - [Columbia County](#)
      - [Aiken County](#)
  - Natural Gas
    - Georgia Counties
      - [Georgia Natural Gas](#)
      - [Scana](#)
    - South Carolina Counties
      - [Aiken County](#)
  - Phone, Television and Internet
    - [AT&T](#) offers telephone and DSL internet connections
      - Call 706-731-8400
    - [Comcast](#) offers telephone, cable TV, and cable internet service, and security systems
      - Call 800/266-2278
    - [WOW](#) offers telephone, cable TV and cable internet connections all in one package.
      - Call 706/364/1000

- **Department of Motor Vehicles**
  - Georgia
    - [Richmond County](#)
    - [Columbia County](#)
  - South Carolina
    - [Aiken County](#)
- **Map of the CSRA**
  - [Augusta and CSRA Surrounding Areas](#)
- **Augusta and the CSRA**
  - [City of Augusta](#)
    - [Richmond County Chamber of Commerce](#)
    - [Columbia County Chamber of Commerce](#)
  - [City of North Augusta](#)
    - [North Augusta Chamber of Commerce](#)
  - [City of Aiken](#)
    - [Aiken Chamber of Commerce](#)
- **Augusta Arts & Culture**
  - [Augusta Ballet](#)
  - [Augusta Choral Society](#)
  - [Augusta Entertainment Complex](#)
  - [Augusta Opera](#)
  - [Augusta Players](#)
  - [Augusta-Richmond County Museum](#)
  - [Augusta Symphony](#)
  - [Greater Augusta Arts Council](#)
  - [Imperial Theatre](#)
  - [Westobou Festival](#)