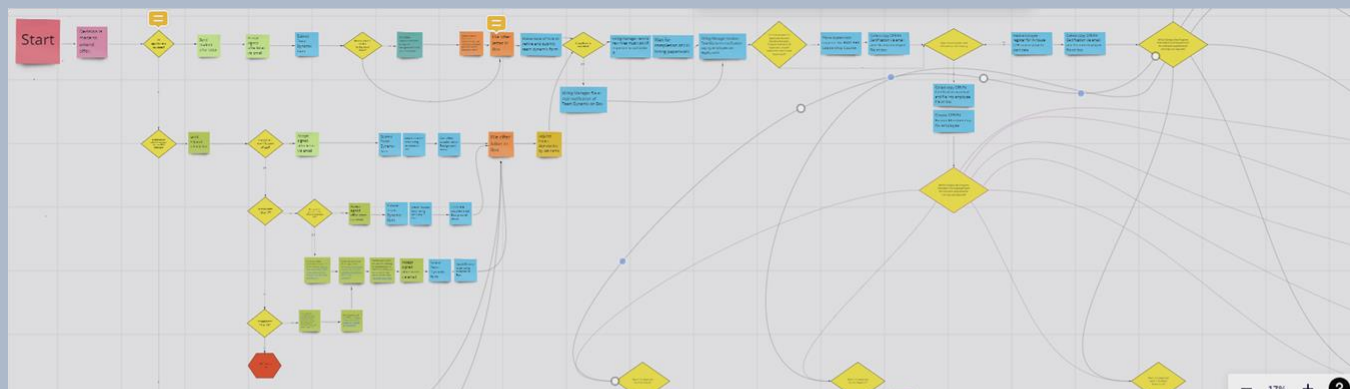


Process Name: Onboarding Overhaul

Opportunity: To consolidate the internal Campus Recreation onboarding process so that it is more streamlined and trackable for both hiring managers and employees.

Current Landscape:

- No aligned contact for HR services
- Lack of training for staff in the use of multiple systems
- Hiring Managers and new hires are overwhelmed by process
- Lack of a tracking system
 - for trainings and certifications
 - for hiring process
- Inconsistently used standard operating procedures that no one owns
- General disorganization and lack of transparency
- Training Requirements are not clear in all program areas



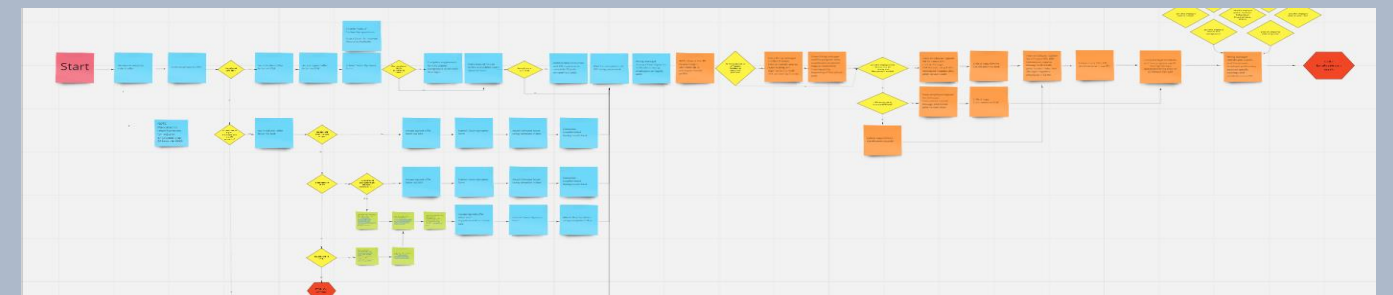
Goals/Targets:

Implementation of Do Sports Easy Employee Module: set up meeting with CEO of DSE, to customize request for Employee Module before March 11th, 2022, meet with decision makers before April 1, 2022, implement DSE by May 1, 2022. Campus-wide training day August 2022

Future Recommendations:

Streamline hiring and Onboarding process. Create consistent transparent tracking, clear and concise steps to follow during hiring process, and create more time for primary job responsibilities:

- Acquire/Implement "Do Sports Easy" (DSE)
- Assign Responsibility for Maintaining DSE
- Fill Admin Assistant position and train
- Administrator coordinates Team Dynamix requests
- Assistant Directors and Risk Manager oversee DSE audits for program areas
- Point person in HR for hiring process and trouble shooting
- Campus-wide training day



Implementation Strategy:

Meet and customize request for DSE, get approval from decision makers to fully implement DSE, assign Assistant Directors and Risk Manager to oversee DSE audits for program areas, assign Administrative Assistant to processes Team Dynamix hiring requests for program areas

Follow-up/Sustainability:

Dates for 30/ 60/ 90-day review and evaluation of implementation progress:

3.15.22, 4.15.22, 5.15.22