



# ILLINOIS JUDICIAL BRANCH

## QUICK GUIDE TO ONBOARDING FOR JUDICIAL BRANCH LEADERS

### WHAT IS ONBOARDING?

Onboarding can help new hires quickly understand their roles and responsibilities, the unique culture of the court system, and can align new hires with the Court's Mission, Vision, and Values. It can last up to one year.

### MISSION OF THE JUDICIAL BRANCH

To protect the rights and liberties of all by providing equal access to justice, resolving disputes, and upholding the rule of law pursuant to the powers and duties entrusted to us by the Illinois Constitution.

### VISION OF THE JUDICIAL BRANCH

To be trusted and open to all by being fair, innovative, diverse, and responsive to changing needs.

### CORE VALUES OF THE JUDICIAL BRANCH

**Fairness** – impartial in our actions, decisions, and treatment of all.

**Accountability** – responsible and answerable for our conduct and performance, and transparent in the use of public resources.

**Integrity** – honest, trustworthy, and committed to the highest ethical and professional standards.

**Respect** – treat all with dignity, courtesy, and understanding.

### HOW IS ORIENTATION DIFFERENT THAN ONBOARDING?

Orientation is a component of the broader onboarding process, providing essential initial information, while onboarding is a comprehensive effort to fully integrate new employees into their roles and the organization's culture over a longer period.

### WHY IS ONBOARDING IMPORTANT?

Structured onboarding programs enhance employee engagement and retention by easing the transition into the new role, thereby reducing turnover rates. We all have a role in warmly welcoming and integrating new staff to the judicial branch.

Onboarding programs should encompass the "Four C's of Onboarding":

**1. Compliance:** Teaching new employees the legal and policy-related rules and regulations of the organization. This includes things like filling out paperwork, understanding court policies, learning about safety protocols, and completing necessary training sessions.

**2. Clarification:** Ensuring new employees understand their new job and all related expectations. This involves clarifying job roles, responsibilities, performance expectations, and any key processes or procedures they need to follow.

**3. Culture:** Helping new employees understand and adapt to the organization's culture. This includes the court's values, norms, mission, and vision. It's about helping new hires feel a part of the team and understand how things work within the judicial branch.

**4. Connection:** Building interpersonal relationships and networks within the judicial branch. Introduce new employees to their colleagues, set up meetings with key stakeholders, and encouraging social interactions to help them feel connected and supported in their new environment.

## PHASES OF ONBOARDING

### PHASE ONE: PRE-BOARDING

*Before the official start date*

To ensure new hires feel welcomed and prepared before their first day, reducing anxiety, and ensuring a smooth start.

- Send welcome emails with arrival instructions or packets
- Provide access to introductory resources, such as policy handbooks
- Complete necessary paperwork, like tax forms and employment contracts
- Set up IT equipment and accounts
- Ensure workspace and equipment are ready prior to the start date, or if the employee is remote, equipment has arrived at their home prior to the start date
- Assign an onboarding peer (more details available in the Onboarding Toolkit)
- Request any business cards, name badges, or name plates
- Update or prepare any documents to be shared and create Onboarding Plan & first week schedule

### PHASE TWO: WELCOME, ORIENT AND CONNECT

*The first few days*

To provide new employees with essential information about the court and their work environment, helping them feel comfortable and informed.

- Warmly welcome new employees
- Introduce new employees to the Court's mission, vision, values, and culture
- Conduct tours of the office or facility
- Introduce key personnel and team members
- Provide basic training on court policies, procedures, and systems

### PHASE THREE: ROLE SPECIFIC TRAINING

*The first few weeks to months*

To equip new employees with the knowledge and skills required for their specific roles, ensuring they understand their responsibilities, and how to perform their tasks effectively.

- Train on specific job duties and responsibilities
- Set up meetings or shadow opportunities with colleagues and mentors
- Assign initial tasks and projects
- Provide access to necessary tools and resources

### PHASE FOUR: INTEGRATION AND ONGOING DEVELOPMENT

*The first few months up to the first year*

To help new employees become fully integrated into their teams and the broader organization, fostering a sense of belonging and engagement. Support long-term growth and development, ensuring employees remain aligned with the Court's mission.

- Regular check-ins with supervisors and team members
- Provide ongoing training and development opportunities
- Encourage participation in team meetings and events
- Solicit feedback on the onboarding process and adjust as needed
- Set performance goals and conduct evaluations
- Offer continuous learning opportunities, such as workshops and courses
- Provide mentorship and career development support
- Recognize and reward achievements