

## Group Onboarding Model

Ice-breaker activity:

### Introduction game: Icebreaker Bingo

**Items required:** Printed Bingo card and a pen/pencil for each participant (see the last page of this document)

**Instructions:** This activity allows students to learn some facts about each other in a fun, competitive way. After each player gets a Bingo card, they mingle around introducing themselves and finding other participants who can sign their cards indicating that a statement applies to him/her. To avoid having people only talk to one or two people and filling up their card, limit the signatures they can give to 1 or 2 per card. When everyone has reached bingo or is super close, students can share something they've learned about each other. If you want to give a prize for the first person to get "Bingo" that's up to you.

**Online modification:** As they cannot be physically together, if this is happening via Zoom, they can go on gallery view so they can see everyone. You can create online Bingo cards on <https://bingobaker.com/>. This website allows you to create your own card and it will also provide you with a url to send your students so that they each have their own unique card.

Before starting the game, each person should say their name and what subject they're studying. For this activity it's nice to be able to "see" everyone so perhaps request that they turn their cameras on for this. The coach/facilitator will call out the facts as the website draws them. The students can click on the "raise hand" button in Zoom to indicate that they can "sign" for that particular fact. Students write down the name of one of the people with their hand up on a piece of paper and click to mark the appropriate square. They still need to be mindful to not have more than two "signatures" from the same person, so they may request for a question to be asked a second time. "Bingo" will not be a full card for the online version, so decide on another way – two lines or three lines or the outer square – it's up to you and depends on how much time you have. If it's a large group, they can be broken down into breakout rooms to do this, if you have a facilitator for each group.

**Note for the online version:** You'll have to send the students the link to their Bingo cards in advance.

### Onboarding to their role and department:

The way you onboard the students to their role and department is totally up to you. The only guidelines to follow are that you try to answer the following questions for them:

1. How does your unit support the Division's/University's strategic priorities?
2. What is your unit responsible for overall?
3. Where does the student's position/role fit within your unit's mandate/University's strategic priorities?
4. Who will the student be working with most closely?
5. Are there any key strategic partners?
6. Is there a schedule for the student to complete any necessary training (e.g. University-wide and job-specific)?

7. Describe your working/communication style and how you would like to interact with the student, e.g. frequency of meetings, group discussions, etc.

It's a good idea to give them a tour of the space their working in and introduce them to the team. If you're doing this online, perhaps organize for at least most of the people they will be working with to join the meeting at some point so they can at least be introduced.

### Wrap up:

Answer any questions they may have.

Make it clear to the students on how to get in touch with you if they have questions.

Finish off with an inspirational quote about experience, as they are about to start a new one. Some that you might want to consider include:

"The only source of knowledge is experience." Albert Einstein

"I didn't fail. It was a learning experience." Anonymous

5. "Experience is the teacher of all things." Julius Caesar

"A mind that is stretched by a new experience can never go back to its old dimensions." Oliver Wendell Holmes

Icebreaker BINGO

<b>B</b>	<b>I</b>	<b>N</b>	<b>G</b>	<b>O</b>
Has three siblings	Has two cats	Has an older brother	Is left-handed	Can speak more than two languages
Knows how to play a musical instrument	Is interested in Science	Can salsa dance	Is afraid of spiders	Has changed a diaper
Has a tattoo	Doesn't drink coffee	<b>FREE SPACE</b>	Knows what career they want	Loves to read
Feels confident doing presentations	Is an only child	Doesn't like chocolate	Wears contact lenses	Has been to Europe
Plays a sport	Has been to Disney World	Has broken a bone	Has a birthday this month	Is interested in computers and technology