On-Boarding Tips

LISTEN BETTER. PLAN BETTER. HIRE BETTER.

IMPORTANT: Ensure all candidates have a training plan in place prior to start date. The training plan should have start and end dates, as well as who is responsible for training that person for each task.

Prior to First Day:

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- Order business cards
- Set up work station
- Order cell phone
- Order list of office supplies
- Identify special welcome (examples: small welcome basket at desk, welcome posters, morning breakfast, pick up and drop off on first day, welcome through social media, etc).

Make this fun….this should align with company culture!

First Day:

- Completion of all HR paperwork (tax forms, employee application, employee hand book, job plan, benefit information, etc.)
- Review companies mission, vision and core values
- Tour of facility
- Introduction to all staff members (coordinate a lunch with team members to attend on first day)
- Send out a company wide e-mail welcoming the hire to company, and ask employees to drop by and say hello
- Discuss training plan for the next 2 weeks
- Choose a mentor for on-boarding the new candidate (usually someone on the interview committee or dedicated team member)
- Direct report or Manager to meet with new hire and review first day and complete any outstanding items (HR paperwork, order any supplies)

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End of Week 1:

Direct report/Manager to meet with new hire at the end of week 1:

- Address any questions they have
- Check to be sure there are no outstanding items needed to complete their job
- Complete a training check

End of Week 2:

Direct report/Manager to meet with new hire at the end of week 2:

- Further discuss company policies and procedures as they relate to operations
- Update the new hire on how they are progressing and address any areas of improvements needed
- If necessary, create a plan to address areas of improvement

End of Week 3:

Direct report/Manager to meet with new hire at the end of week 3:

- If necessary, review improvement plan noting progress
- Update improvement plan if necessary
- Address any new concerns the employee or employer may have

End of Week 4:

Direct report/Manager to meet with new hire at the end of week 4:

- If necessary, review improvement plan noting progress
- Update improvement plan if necessary
- Address any new concerns the employee or employer may have
- At this time, manager should be assessing job proficiency
- If needed, schedule future meetings and times with new hire

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