

# Ultimate Guide To Employee Onboarding

SETTING THE GROUNDWORK FOR A LASTING RELATIONSHIP

## What is Employee Onboarding?

Employee onboarding is the process of transitioning new employees into your organization. It introduces them to your culture, policies, procedures, and team. Effective onboarding can provide lasting benefits.

Turnover is expensive, and first impressions count. Start your employees out on the right foot by making them feel welcome and productive from Day 1.

**\$11,000**  
The average cost to fill one position.

**60%**  
of companies indicated they don't set any milestones or goals for new hires.

Each year, nearly **25%** of the nation's workforce undergoes some type of career transition.

## BEFORE THE FIRST DAY

Make a plan and send it to the new employee:

- ✓ Tips for parking or public transportation
- ✓ Dress code
- ✓ Start time and scheduling
- ✓ Documents/items to bring

➔ **Plus:** Set up a new employee's computer and software so it's ready to go when they arrive!

Welcome!

A *welcome message* is a great way to make new employees feel excited about the job that lies ahead. After a candidate has accepted an offer, encourage your coworkers to send the new employee an email welcoming them to the team and offering to answer any questions they may have.

## ON THE FIRST DAY

Give the employee a tour of the office and their workspace. Point out the bathrooms, break areas, kitchen, and other areas they should know about.

Provide the new employee with a company orientation, including information about the company history, products and services, and organizational structure.

START

Make sure the new employee has access to a computer and phone, and create a list of usernames and passwords they will need to get started.

Fill out necessary new hire paperwork. Make sure the employee completes mandatory federal and state documents, any benefits information, and documents specific to your organization.

Plan for the new employee to be taken to lunch by a small group of coworkers. Lunch provides an informal opportunity for the new employee to get to know the team and culture, and ask any questions that might have come up.

## TRAINING

### Training with the Manager

The onboarding process should create an opportunity for the employee to build a relationship with his or her manager. This is the time for the manager and employee to learn each other's communication styles, and for the manager to clarify expectations and performance standards.



### Training with the Team

Once the new hire and the manager are acquainted, it's time for the new hire to get to know the team. Consider pairing the new hire with a top performer for training.

25% of companies said their onboarding program did not include any training.

## THE BUDDY SYSTEM

The Buddy System is designed to help the new employee acclimate to the organization, accelerate their productivity, and enhance job satisfaction. The new employee is assigned a "buddy" (a fellow employee) to make them feel welcome, answer questions, and help the new person navigate through the organization's culture.

An ideal buddy is a seasoned employee who understands your organization's practices, culture, processes, and structure. Pick a friendly volunteer with high performance standards.

## STAYING ON TRACK

- Check in often
- Establish a "graduation" period
- Hold regular informal or formal performance evaluations
- Schedule a follow-up meeting with the employee to fill in additional details, revisit or address questions, and provide a forum for any concerns
- Be patient: a successful onboarding process lasts 30-60 days

