





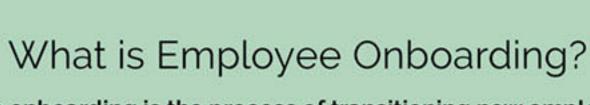
Ultimate Guide To

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.



The average cost to fill one position.

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

Each year, nearly workforce undergoes the nation's 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!



great way to make new employees feel excited about the job that lies ahead. After a candidate

A welcome message is a

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





the bathrooms, break areas, kitchen, and other areas they should know about.

office and their workspace. Point out

Give the employee a tour of the

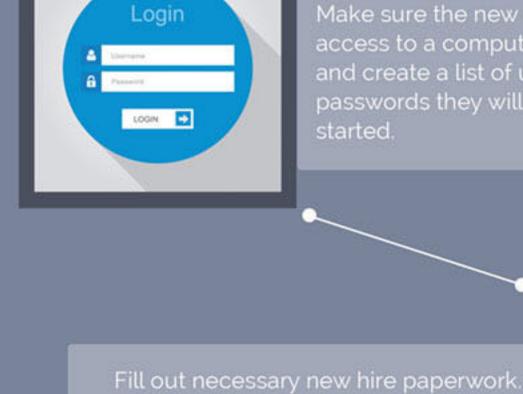
history, products and services, and organizational structure.

Provide the new employee with a

company orientation, including

information about the company





started.

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

3000

mandatory federal and state documents,

any benefits information, and documents

specific to your organization.





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

The onboarding process

each other's communication styles, and for the manager to clarify expectations and performance

standards.





THE BUDDY SYSTEM

25% of companies said their onboarding

program did not include any training.

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

Establish a "graduation" period

Check in often

Schedule a follow-up meeting with the employee to fill in additional details, revisit or address questions, and provide a forum for any concerns

Hold regular informal or formal performance evaluations

