

# EMPLOYEE ONBOARDING BEST PRACTICES



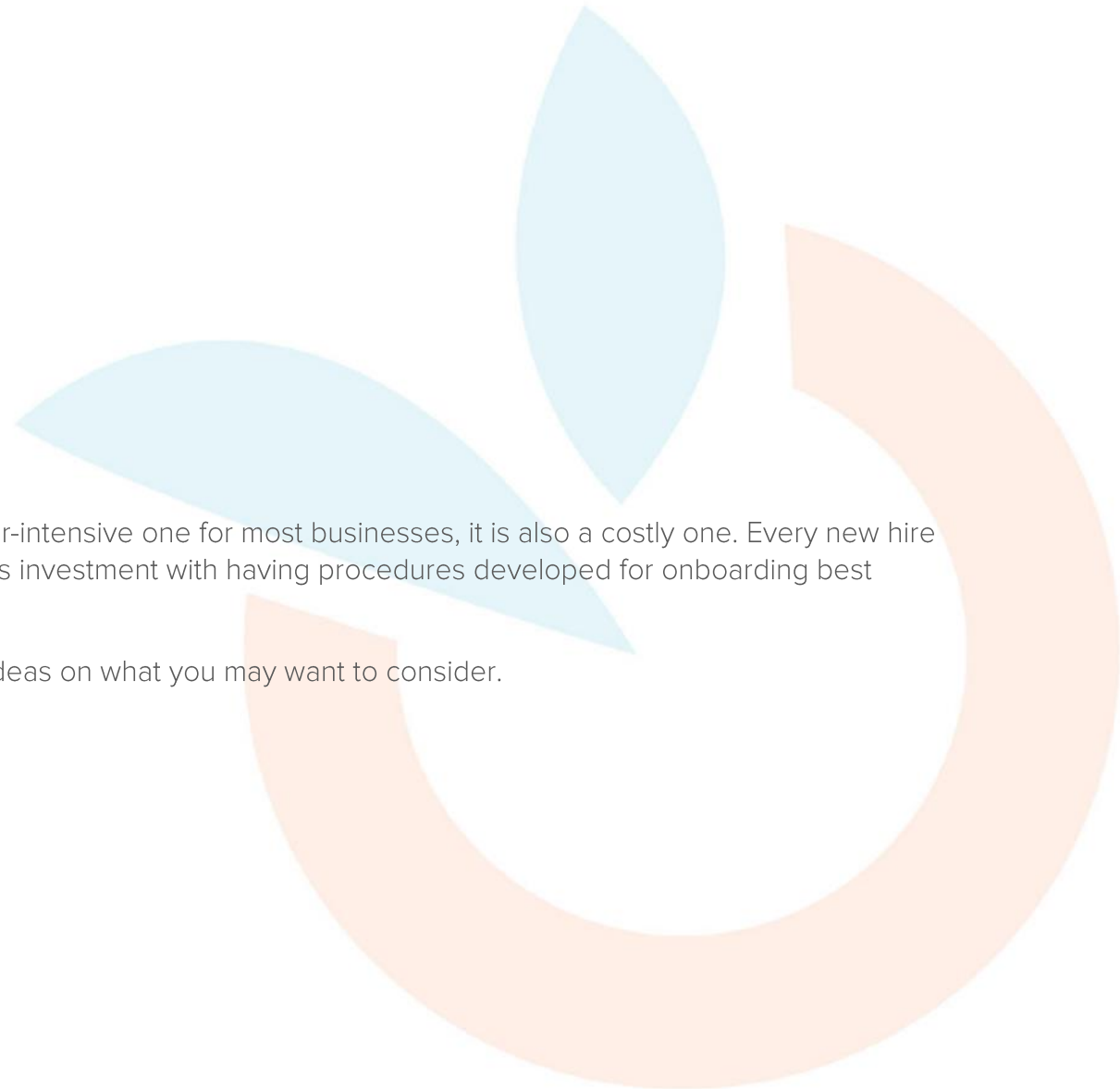


## INTRODUCTION

The recruiting and hiring process is not just a labor-intensive one for most businesses, it is also a costly one. Every new hire represents an investment. It's crucial to protect this investment with having procedures developed for onboarding best practices.

I've put together this blueprint to give you some ideas on what you may want to consider.

*Sharon Hayes*



## NEW EMPLOYEE INFORMATION

ITEM	ENTER CONTENT HERE
Name	
Start Date	
Title	
Reports Directly To	

## BEFORE THE NEW EMPLOYEE STARTS WORK

### FOR ON-SITE & REMOTE

If you're using multiple emails, it's a good idea to direct new subscribers to the best of your free offerings. For example, you may have one email sharing the most popular 5 blog posts you've written.

ITEM	WHO?	DONE
<p><b>Create an Agenda for the First Week</b></p> <p>Too many business owners and managers wait for a new employee to show up for work before deciding what to do with them. The first week should absolutely be mapped out and should include any meetings with key coworkers and their direct supervisor. If a fair amount of training is involved during the first week, it's a good idea to alternate between meetings and training.</p>		

ITEM	WHO?	DONE
<p><b>Give a Gift</b> Nothing will make a new employee feel a part of the team as much as giving them some branded swag such as a coffee mug, pens or a bag. If you don't have any branded swag, a nice touch would be a similar type item unbranded.</p>		
<p><b>Provide Orientation Information</b> It's a good idea for both on-site and remote employees to provide a simple orientation document or packet before they get started.</p> <p>For virtual employees, you'll want to provide details about how the team communicates, working hours and anything else needed to make the first day go smoother.</p> <p>For on-site employees, you'll want to also include information such as dress code, parking information, directions to the office, who they should ask for when they arrive on their first day and when they are expected.</p>		

### FOR ON-SITE

ITEM	WHO	DONE
<p><b>Set up their Workstation</b> Make sure that the new employee has a clean, ready-to-go workstation or office space available to start with whatever supplies they will need. Important documents should also be on their desk.</p>		

# THE EMPLOYEE'S FIRST WEEK

## FOR ON-SITE & REMOTE

ITEM	WHO	DONE
<p><b>Treat Day One As Orientation Day</b> You want the new employee to find out tools, do an orientation tour (if an on-site job), be introduced to and understand roles of their manager and others they'll work with directly, find out how to report hours (if needed) and to complete paperwork.</p>		
<p><b>Manager's Meeting</b> During the first 1-3 days a meeting with their direct manager is crucial. The manager should lay out work expectations, let them know about training, inform about advancement opportunities, and share their management style.</p>		
<p><b>Review Work Process &amp; Procedures</b> Even if documentation is provided, it's best that the new employee is guided by other staff on work processes and procedures. This should cover basics like communication methods, email, project management systems, work scheduling software and any other work related systems</p>		
<p><b>Employee Feedback</b> I recommend at the end of the first week to collect feedback from new hires regarding your onboarding process to continually improve it. Showing their opinions are valuable and listened to will help them be more willing to give feedback and input on an ongoing basis. Ideally, there should be a debriefing with whomever they report to after this feedback is collected to validate their comments and address any concerns.</p>		

### FOR ON-SITE

ITEM	WHO	DONE
<p><b>Set up an Orientation Tour</b>                      Preferably before they do actual work on their first day, they should be provided an orientation tour. Make sure they know where the restrooms are, the break room, where mail gets routed to, where printers and copier machines are, etc. Make sure they are introduced to co-workers as they go through the tour.</p>		

## THE EMPLOYEE'S FIRST 90-120 DAYS

ITEM	WHO	DONE
<p><b>Cross-Training</b>                      Once an employee is at full competency level in their current position, it's a good idea to cross-train them for 1 or more other positions. This will allow them to advance within the company, cover other roles for absence, etc. They can do this by shadowing employees in other roles, performing new employee training for that role and more.</p>		