



ONBOARDING NEW EMPLOYEES

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FROM CANDIDATE EXPERIENCE TO EMPLOYEE EXPERIENCE

Congratulations! You have found your ideal candidate and they have decided to accept your offer. Up until this point, you have put all your energy towards ensuring you bring in the right person into the organisation. Now, you want to help them to become a performing member of your team by setting them up for success with intentional and thoughtful onboarding as they go from candidate to employee.

We already shared with you that 80% of turnover is due to bad hiring decisions. But how you onboard has a huge impact on how long someone stays with the organization. In fact 69% of employees are more likely to stay with a organization for **three years** if they have had a great onboarding experience (source: clickboard.com).

In this module you will find the following tools:

- An Onboarding Checklist to prepare for your new hire before their arrival and actions to ensure the first week is a good experience
- A New Hire Announcement template to welcome your new employee and introduce them to the team.
- The 10 most common integration mistakes to help you identify which of these mistakes you may be making — as well as how to fix them.

With these tools in hand, you'll be able to offer your new employee a positive and enriching integration experience, which will reinforce their commitment and help them to flourish in your organization.

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ONBOARDING CHECKLIST

Before your new employee's arrival:

- ☐ Confirm with the new employee the start date, time, place, parking, dress code, etc.
- ☐ Provide to the new employee the name of his/her onboarding buddy.
- ☐ If you have an onboarding portal, send the link to the new employee.
- ☐ Remind them to bring any relevant identification required to complete paperwork (Void check, Driver's Licence, etc.).
- ☐ Prepare the new employee's calendar for the first two weeks and add regularly scheduled team or staff meetings.
- ☐ Plan the employee's first projects or assignments.
- ☐ Send an email announcement to your employee's department/team.
- ☐ Set up meetings with critical people for the employee's first few weeks.
- ☐ Organize a lunch with team members and their buddy for the first day and during first week (can be done virtually).
- ☐ Order technology equipment.
- ☐ Arrange any trainings required for the job.

Main objective of this preparation:

Communicate with the new employee how excited you are to welcome them.

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ONBOARDING CHECKLIST

The employee's first day:

- ☐ Greet the employee on the first day. Make sure the team is also available to introduce themselves.
- ☐ Clarify the first week's schedule and objectives of the meetings.
- ☐ Provide an overview of the organization: its purpose, structure, and goals.
- ☐ Explain policies of the organization, including work hours, flexible work policies, overtime, use of vacation and sick time, holidays, etc.
- ☐ Review the job tasks and duties. Describe how employee's job fits in the department and how it contributes to the larger organization.

Main objective of the first day:

Help the new employee understand the position and performance expectations and feel welcome.

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ONBOARDING CHECKLIST

The employee's first week:

- ☐ Debrief with employee after they attend initial meetings and training and begin work on initial assignment.
- ☐ Touch base a few times throughout the week.
- ☐ Explain the annual performance review and goal-setting process.
- ☐ Invite the new employee and the team to do a short "about me" roundtable presentation at your next staff meeting.
- ☐ Ensure your employee has fully functioning computer and systems access and understands how to use them.

Main objective of the first week:

Help the new employee understand internal processes and performance expectations and feel settled into the new work environment.

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ONBOARDING CHECKLIST

The employee's first month:

- ☐ Conduct regular one-on-one meetings.
- ☐ Get feedback from the new employee and be available to answer questions.
- ☐ Meet with the new employee and buddy to review the first weeks.
- ☐ Discuss performance and professional development goals.
- ☐ Continue introducing employee to key people and bring them to relevant events or meetings.

Main objective of the first month:

Help the new employee understand their role, make sure they continue to develop, learn about the organization, and build relationships.

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NEW HIRE ANNOUNCEMENT

Email Example

Email Subject line: Welcoming **Employee's name** to **Organization/team name**

Hi all,

I am very pleased to announce that **Employee's name** will be joining us as a **Job title** on **Start date**!

Employee's name will work with the **team name** to **add information about what they will be doing/what they will be responsible for**. He or she previously worked at/in **Add information about employment background or education information**.

Please come to meet **Employee's name** on **Start date at specific time** and welcome him/her to the team!

Best regards,

Your signature