



Onboarding New Employees-it's more than just a tour of the office 5 things your new hire training maybe missing

You work hard to find, interview and hire the right employee. They have great experience, the right attitude and the skills to match the position. So now that you've hired them, turn them loose right? Think again.....

Below are some tips to help your new employee be successful:

- 1) Give value to their job:
Go beyond the long winded explanation of what each day will consist of and explain the value and impact of your organization. As a new employee, they need to know what to do but more importantly they need to know why they're are doing it.
- 2) Think beyond the first day:
After the first sixty or ninety days ask for feedback from your new team member. Is your onboarding plan working? Are they getting enough training? Do they understand the importance of their job and the organization's impact in the community? Call us for an easy to use, brief 60 day evaluation.
- 3) Remove the fear:
New employees are nervous enough, give them a practice round where they are free to fail. This will allow new employees to give it their best while feeling comfortable learning from their mistakes.
- 4) Cross-train:
Depending on your organization's size you may need employees to step into multiple roles. Training an employee for only one job limits their ability to help the rest of the team and transition into other positions as needed. Address cross-training in your onboarding plan. What other functions do you want them to learn and when.
- 5) Offer high quality training material:
Don't use the same old outdated handbook and checklist from when the organization was founded. Make sure that you have a current employee handbook with up to date information and work off a new and improved checklist. Call us for a great new-employee checklist!

Don't know where to start? Looking for a new employee onboarding checklist?

Connect with us for free resources!

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