

How to Improve Your Employee On-boarding Process



No matter who you are, your first day in a new job was probably a bit nerve-racking. Although you know you've got the job, there is still a lot to prove to your new team mates, your new boss and your bosses' bosses. No wonder it's an anxious time. The speed with which you settled in and felt at home, probably depended largely on your own on-boarding experience. Below are seven actions that you can take to make sure you help your new starters feel welcome and settle as quickly as possible.

Send information before they start

Once the offer has been accepted and a start date agreed, send your new hire some useful information about the business, let them know about the dress code, which team they'll be working with, whether they can get lunch at work or need to bring their

own, is there a policy of 'dress down Friday' etc. Arming them with this type of information can make them feel part of the team from day one.

Announce your new hire to the rest of the team

Nothing makes one feel more unwelcome than having to explain who you are and why you are there so don't make them have to make their own introductions. Share the news with the team and broader community if necessary and they will feel as though they have been welcomed with open arms.

Company or industry specific jargon?

When you're trying to make a good impression in the early days, it's often difficult to ask questions about terminology everyone else seems to understand. Therefore, help your new hire be more productive quicker by sharing a 'glossary' of the company or industry specific lingo.

This is how we work

It's easy to assume your new hire knows all about workplace etiquette but that's not always the case. Workplaces vary and what may have been acceptable in their old job, may be frowned upon in their new role.

During the on-boarding process take some time to run through items such as – how to manage lunch and coffee breaks, when to dress formally and when to dress down, etc. That way there is much less risk of your new hire feeling as though they have embarrassed themselves by doing something wrong unintentionally.

Give them a tour

You know the building inside out but for them it's a foreign country so make sure you take some time to show them everything they need with a tour of the office. Crucially, show them any hidden meeting rooms, break out areas, coffee machines and rest rooms.

Take time over training

We all need our new hires to become productive as soon as possible and while we are training them, we're not doing our own job. However, try not to rush it. If they feel overwhelmed because you are trying to cram too much in too quickly, they are likely to switch off and not retain the information.

Try and have some fun too

This is an exciting day for your new hire and whilst you have a lot of information to impart, you should try to make the day engaging for them as well as informative.