

TRICKS OR TREATS

Give your new team members the treat of an amazing onboarding experience!

Here are steps to immediately implement and uplevel your onboarding journey:



Terminology: Share a document with important company jargon or common terminology/lingo.

Relationships: Host a welcome lunch with their teammates prepared with the answers from the Get-to-Know-You survey*. Assign a single point of contact.

Experiences: Play a game with the whole team to help cut the tension and ease their nerves (e.g. 2 Truths and a Wish).
*Provide a Get-to-Know-You survey.

Accessibility: Discuss technology, departments, and support services that enhance collaboration, project completion and communication.

Time: Schedule a recurring one-on-one time with their direct manager to check-in on their onboarding progress.

Swag: Provide them with company swag welcome gifts at each stop during the journey – different team members' desks and appointments.

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Testimonials: Conduct a virtual meeting for team members to share hurdles, wins, and best practices of working remotely.

Roles: Schedule one-on-one online meetings with each team member to learn about different roles and how they will interact.

Expression: Prepare a Show-n-Glow session where team members share one meaningful item from their home office environment and its significance to them.

Assignments: Provide an interactive document with clear 30-60-90 day expectations, as well as information about projects and initiatives.

Technology: Create a training on the technology that is used to encourage communication and support accessibility.

Swag: Mail company swag welcome gifts to the team member with a welcome card from the team.