

## **Best Practices: Between Acceptance and Start Date**

*Your dream employee just accepted your employment offer. Congrats!*

### **Now what?**

Many employers don't realize that the most crucial part of the recruiting process is the time between the acceptance and start date. Whether that's one week or one month, you want to keep your hire on track.

Why? It's likely they are still receiving calls from recruiters or other companies they were in contact with. Or what's more common is an amazing counteroffer from their current employer.

1. Call them to see how their resignation was received by their current boss. Ask details. Did they offer a counteroffer? Were they surprised or upset? How did their team react?
2. Stay in touch weekly with different touchpoints from different people. This could include sending a recent press release of interest, a co-worker inviting them to an upcoming fun office event (like March Madness), or a manager inviting them to an industry seminar the following month.
3. Schedule breakfast or lunch with your new employee before their start date and invite a couple of their peers to help build an early connection and relieve some pre-employment jitters.
4. Start the onboarding process after the offer has been accepted. The key is to keep them interested, engaged, and excited about their new role. This could include filling out pre-employment forms or links to pre-employment welcome videos.
5. A personal welcome from senior management and making a connection like "As a fellow IU grad, I'm glad to have another Hoosier on our team".
6. An email from someone reporting to them with something as simple as "I'm excited to start working with you!"
7. Send them swag! It's also nice to have swag on their workspace when they start.
8. Have HR send them their first day's schedule in advance, orientation, what documents to bring, lunch schedule, office dress code, and where to park.
9. Verify their business card info. Have them sent to their home.
10. Greet them in person at the door or before orientation starts. Congrats on a successful hire!