



## New hire onboarding made simple

Now that you've closed the deal and hired an outstanding candidate into your organization, your work continues in the form of onboarding. Providing an outstanding onboarding experience will make the candidate feel good about his decision to join your team.

Read on to learn how to create an onboarding experience that will distinguish your company from the competition.

### 1. Outline an onboarding process

- No need to go crazy and create an elaborate process document. If you want, simply create a checklist of all that needs to be done before your new hire's first day on the job.
- Start with these steps and add/remove as necessary:
  - Drug screen
  - Background check
  - Physical
  - First day instructions
  - First day paperwork
  - Touch points with your candidate before start date
  - Working with candidate on when to put in notice at current company
  - Pre-hire gifts
  - Office supplies
  - Business cards
  - Physical access
  - Software access and email accounts
  - New hire orientation on first day
  - First week plan

### 2. Onboarding is a team sport

- Ideally, a human resources employee will handle the majority of onboarding tasks, but if you do not have an HR colleague, consider appointing a point person who will manage the onboarding project for you.
- Others should join in where appropriate. Potential tasks that others can complete:
  - Hiring manager: welcome phone calls and emails
  - IT: establishing email and software access
  - Facilities: creating ID cards with appropriate clearance to enter/exit buildings
  - Team members: arrange team lunches for the first week



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### 3. Plan the first day and week

- It's incredibly demoralizing and stressful when a new employee's workspace is not ready for her arrival. Conversely, your new hire will feel valued if you have business cards, office supplies, her computer, and computer monitors set up and waiting for her!
- Plan an orientation that gets the basics out of the way. Review all necessary policies, complete paperwork, take the employee on a tour, and ensure they have their questions answered before turning her loose to solve problems for you.
- The hiring manager must have a plan to integrate the new hire into the team. Introductory meetings should be scheduled, projects should be handed off, and job-specific process and procedures must be communicated clearly. Your new employee will be very motivated to help right away—take advantage of that motivation!

### 4. Check in

- It sounds so simple, but it makes a huge difference. Make yourself available to your new hire by having informal chats and "pulse checks".
- Gather feedback about how the new person is feeling and if they are sufficiently challenged.

### 5. Create new hire traditions

- Show the whimsical side of your company culture and welcome your new team member in fun, creative ways.
- Here are a few ideas to get you started:
  - Final exam care packages for college students
  - Hang a pennant of your new hire's alma mater at his desk
  - Take your new hire and his family out to dinner after his first day of work
  - Explain to the new hire that anyone who shows up late for a meeting must sing his alma mater's fight song at the top of his lungs

If you would like to learn more about how to increase your chances of landing your dream job or hiring game-changing talent into your organization, contact us at [clarkharvey@arrowheadtalentsolutions.com](mailto:clarkharvey@arrowheadtalentsolutions.com) or 330.316.0867.



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