First day welcome

Starting a new job is up there with moving home and getting married, it's daunting. You have an opportunity to not only create an amazing first impression, but to help someone through a highly stressful event in their life. A happy employee is a productive employee and starting your new hire off on the right foot will do wonders for the employee experience - and your company's growth! The team here have come up with some simple steps to make the first day a positive experience.

Take a tour

Drop your bag and set off on a tour round the office. Tell them not to worry about remembering names as you will give them an employee plan later. Show them where they can make a coffee and when you're done, take them to your favourite sandwich shop. If your new starters' first day is a virtual one, then be sure to set up meetings with colleagues and workstream leads well in advance.

Set up their workspace

Make sure their desk, phone, laptop etc is clean. Make sure their laptop works and doesn't need a software update that takes all morning. In general, just take time to make sure they can sit down and start working without hold-ups. We have found that a hand written 'welcome to the team' card and a personalised mug goes a long way.

Be on hand

You're going to be the first port of call for any questions and support, so for the first few days at least, sit next to your new hire or check in daily if working virtually. This will build confidence and trust between you and help your new starter get up and running much faster.

Get connected

Established teams will have chat groups on teams, yammer groups, projects on Slack, the list goes on. Take time to make sure they're connected and in the loop. It's also a good idea to put any social events that have been planned in their diary. Announce their arrival to the company and ensure that the MD or CEO takes a moment to personally welcome them.

Take the team for lunch

Take your new hire and a few of their colleagues for lunch. It is a welcoming gesture and it gives everyone a chance to chat and get to know each other.