

7

Ways to Make the Most of Employee Onboarding



WILEY

What happens when a new employee walks through the door on day one?

How do you successfully leverage those first days and weeks?

1

Make sure you're sending
a clear message about
values and expectations.

You will set the tone through your actions and example—**what time you arrive, how you dress, and how you behave**—so be aware of that from the start.

2

Be aware of what happens with your new hires in the formal orientation, onboarding, and ongoing training.

Most employers have only a minimal process for welcoming new employees, and some are better at it than others.

Employers should provide a basic introduction to the organization, give basic facts and figures, introduce key players, review policies and paperwork, and highlight any important rules and traditions.

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Consider the inevitable hand-off to the hiring manager (maybe that is you), once the official orientation program is complete.

This is where much of the real onboarding action happens, and it's exactly where the ball is often dropped. Be prepared with training materials and specific things employees need to know at various stages as they grow more comfortable in the workplace.

4

Consider offering new hires one-on-one coaching.

Weekly coaching sessions with a fellow employee can help new employees quickly learn the ropes.

5

Consider testing at the
thirty-day mark and the
sixty-day mark.

Testing will allow you to see where the employee is struggling and where they may need additional help.

6

Build in extra training
for repeated issues.

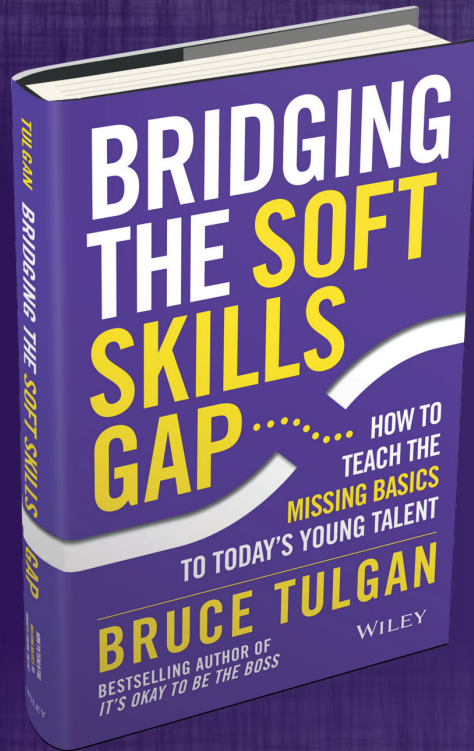
For example, if you notice that many recent hires don't write proper emails or are on their phones during meetings, include specific training on these issues during orientation.

7

Create best practices lists.

These can result in real changes within your staff and can benefit existing employees, too.

Being prepared and offering new hires the support they need improves the onboarding experience and gets employees up and running quickly.



Learn more about how to hire, train,
and manage an effective staff.

<http://bit.ly/TulganSoftSkills>