



RICHMOND  
CAPITAL

# ONBOARDING TIPS FOR YOU & YOUR NEW ROLE



# Onboarding Tips for You and Your New Role

A considered and smooth onboarding process will help you successfully transition into your new role and settle into the team.

We are pleased to have assisted you in progressing your career and have outlined below some tips to help you make the most of your first 90 days:

## **TIPS BEFORE YOUR DAY 1:**

- 1 Be rested - this will rejuvenate you and put you in great spirits.
- 2 Research the company further, familiarising yourself with the company, industry and what your job actually entails.
- 3 Research those you will be working with - Before you start, it's always a good idea to do some research about your co-workers in order to fit into the team that little bit faster.
- 4 Plan your first week so you are organized
- 5 Confirm Your Schedule with your new employer
- 6 Plan your first day outfit the night before so there are no delays and you can make a great impression
- 7 Make sure you have returned all the relevant documentation, or you have it ready to bring with you on your first day
- 8 Remember first impressions count – be professional, approachable, and personable.
- 9 Set realistic goals for your first few months
- 10 Plan your route to work - try the commute if possible but if not look at the tube map online

## CONSIDERATIONS FOR REMOTE CANDIDATES

- Ensure your internet speed and connection is sufficient
- Minimize Distractions - consider investing in noise-canceling headphones, ensure those in your household know you will be working remotely and to be considerate.
- Have a private, quiet space for your work.
- Download any useful desktop apps ready to receive your log ins- Outlook, Teams, Zoom, Slack and LinkedIn to your work phone if you have been sent one.
- Have stationary, pens and pads, ready by your desk if the company has not provided
- Make sure you have chargers and cables to hand at your workstation

## TIPS FOR THE FIRST WEEK

- 1 Make sure to bring the documents required for your first day
- 2 Familiarize yourself with all the different equipment you will use to complete your work
- 3 You should be given all equipment/passwords/instructions for use of equipment but if anything is missing ask for assistance.
- 4 Be friendly and keen to communicate with people
- 5 Make sure you find out how you can contact people who may be useful (e.g. IT support, number for colleague or mentor)
- 6 Make sure you know all the information that you need about the company.
- 7 Make sure you ask for an organizational chart / organigram.
- 8 Make sure you understand what's expected and how the company defines success.

- 9 Establish a positive first impression
- 10 Ask for feedback - to ensure you get things done correctly
- 11 Make sure you arrive on time, regardless of whether you are going to an office or working remotely.
- 12 During any initial introduction, take note of any question/queries you may have, so you can ask them at the relevant time
- 13 Make sure you understand what the company is expecting of you in the first week /month / 3 months
- 14 Bring your full self to work
- 15 Ask if its possible to have a buddy
- 16 Ensure you can access any HR systems, know how to book annual leave, who to inform if you are unwell and unable to work and know the details of when you will be paid.

## CONSIDERATIONS FOR REMOTE CANDIDATES

- Make sure you are ready to start on time.
- Make sure you either take or can forward all relevant signed documents
- You should be given all equipment/passwords/instructions for use of equipment but if anything is missing ask for assistance.
- During any initial introduction, take note of any question/queries you may have, so you can ask them at the relevant time
- Get the name and contact details of the IT support team. You'll need help getting onto VPN's, shared drives, opening colleague calendars etc
- Make sure you find out how you can contact people who may be useful (e.g. HR, a colleague or mentor)
- Be friendly and keen to communicate with people
- Make sure you ask for an organizational chart / organigram.
- Make sure you understand what the company is expecting of you in the first week /month / 3months
- Use Task Lists and Time Management Tools

## TIPS FOR THE FIRST 30 DAYS

- 1 Start a community - Join regular get-togethers with the team or join an online forum for the group to exchange experiences. These initiatives will be a great foundation for a cross- departmental network to build upon.
- 2 Be keen to communicate openly
- 3 Offer to help others
- 4 Learn to set appropriate boundaries and manage your diary effectively
- 5 Organize your time effectively. As a new employee it may take some time to learn how long certain tasks take to complete. Allocating extra time for tasks can help practice good time management.

## CONSIDERATIONS FOR REMOTE CANDIDATES

- Pay attention when going through System training and note that there are often webinars and support teams that software providers offer on an ongoing basis to ensure you maximise the use of their product.
- Be keen to communicate openly

## BEYOND YOUR 1ST MONTH

- 1 Keep regular contact with your Hiring Manager and Recruitment Consultant so you can receive updates and feedback regarding how you are settling in.
- 2 Schedule time to improve your skills. Investing in your development will enhance your skills and increase your retention.
- 3 Respect Everyone - everyone in the organization should be treated with respect, from entry-level employees to the CEO.
- 4 Treat any internal procedure notes as your bible - Learn them, memorize them, and live by them.
- 5 Participate in meetings
- 6 Ensure you set targets and objectives for the year for you to focus on.

## CONSIDERATIONS FOR REMOTE CANDIDATES

- Be in touch with the recruiter at Richmond Capital that placed you into the job to gain feedback they've received on your employment in the role.
- Plan Extra Social Interactions and Meet ups
- Communicate Proactively
- Avoid Personal Tasks - Do not let household to-dos take over your work schedule.
- Participate in meetings and be heard