



Onboarding Tips for The Employer



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A considered and smooth Onboarding Process will help your new Team Member successfully transition into their new opportunity and settle into the team.

We are pleased to have assisted you recruiting your new hire and have outlined below some tips to help you make the most of their first 90 days:

Tips before your Day 1:

- 1 Send the candidate an email explaining what they can expect during their first day. Where to report to, at what time and who to ask for.
- 2 Make sure they are clear what documentation they will need to bring with them, if any
- 3 Give new employees all the information you can regarding their first week at their new job including any timetable for the first week and ensure meetings are added to their calendar ready for them
- 4 Have all the equipment and stationary they will need ready to hand to them, including if appropriate a laptop, laptop case, mobile phone, phone case, mouse, headset and notepads and pens. Include any passes or keys they will need as well as passwords.
- 5 Organise a new joiner box to welcome them which could include branded mugs, notepad, branded water bottle, pens, and other considered gifts.
- 6 Plan a team social for the first month to make it easier for them to build rapport with the team or invite them to a team lunch or drinks whilst you are waiting for them to complete their notice period and join.

CONSIDERATIONS FOR REMOTE EMPLOYEES

- Make sure that your new employee is set up to work remotely.
- Ensure they have been sent any equipment and stationary they need such as a laptop, laptop case, mobile phone, phone case, mouse, headset and notepads and pens.
- Check that they have a suitable workspace and access to a reliable internet connection.
- Provide them with a work laptop and mobile phone. Ensure that the equipment can be tracked if it needs to be sent to them and check with your insurer that the equipment is covered by them.
- Ensure they have been sent useful contact details for IT so they can set up their equipment smoothly for the first day and ask for help if required.

Tips for the first week

- 1 Have all paperwork (forms) ready to go. Employee handbooks and nondisclosure agreements must be read and signed, tax forms and insurance paperwork must be completed, and direct deposit forms have to be turned in.
- 2 Take copies / note any documents you need to receive from the employee, such as passport, National Insurance number, Driving License, Proof of address, UK Visa, P45
- 3 Have a designated workspace with the new hire's name on the desk.
- 4 Set up new hires' desk, phone, computer and password logins before they arrive. Set up the phone system, and provide instructions for using voicemail, the photocopiers, and printers.
- 5 Assign a Mentor or a Buddy - This employee will help train your new hire, implement the learning plan and they'll also be the go-to person for any questions, feedbacks, or check-ins. They can show the new employee where the canteen is, take them for lunch in the first week, explain how annual leave is requested and be a friendly face.
- 6 Having business cards ready for your new employee will help make them feel prepared to represent themselves outside of the workplace and add some excitement. It also makes their new role feel more official.
- 7 Help them to learn the names and roles in the team by making an informal organisational chart of your department that clarifies out who's responsible for what. Include their manager and that manager's manager along with their own reporting lines and team members.
- 8 Make sure that every new hire knows exactly what is expected of them, how they can be productive, and that they are already connected to their new colleagues.
- 9 Slowly guide them through the office. Give them a chance to look around and ask questions.
- 10 Recognise new hires for accomplishments and ideas early on.

- 11 Fun Questionnaire - Have them fill out a questionnaire with interesting questions and then send their answers to your team. Your current team members will have some interesting talking points to bring up when they talk to the new hire.
Schedule check in meetings at the end of their first day, first week and first month. The first of which is just to check your new hire has acclimated well to their new work environment and to answer any questions. The check-in meetings at the end of their first week and month are to review work progress, assess what has gone well or what may need improvement and discuss general feedback. It's an opportunity to compare the employee's progression against the goals set. It's important to understand how your new hire is fitting in with their team's work process.
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- 13 Make sure the new starter has an understanding of what is expected and how you define success.
Find and assign them a task for their first day, so you can see how they work and they can see how you expect them to work, this should be reflective of what they'll be doing once they've been there a while but shouldn't be as large or important. A smaller, taster project to get them working from day one.
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- 15 Make sure they feel welcomed throughout the onboarding process
- 16 At the end of the first day, check back with new hires to learn how their first day went.
- 17 Make sure they feel welcomed throughout the onboarding process
- 18 Ensure the new joiner is provided with contacts for IT support should they experience any issues.
- 19 Ensure the new joiner is provided with HR contacts in case they encounter any HR issues. It will enable them to resolve any payroll, HR system or set up questions with ease and limit isolation.

CONSIDERATIONS FOR REMOTE EMPLOYEES

- A personal meeting on their first day is preferable but if that is not possible, send them a zoom link and make it as easy for them as possible to join a call and get started, helping to alleviate any first day nerves.
- Make sure you introduce them to key people they'll be working with and explain initial tasks, help them get access to everything they'll need and go through any questions they may have. This call will also cover the goals and expectations you both should have for their work output.
- Online training: if a dialogue must take place over a video call, as opposed to face-to-face, then ensure your training process is just as effective, make use of specifically designed training software or that you have someone available to train them virtually and answer their queries.
- It's also good to have short check in's daily on their first week, these are informal just to check everything is OK, the employee understands what they need to be doing that day and to answer any questions they have.
- Give Employees Access to Communication Tools, Project Management Software, and other tools to assist them in their role
- At the end of the week, check back with new hires to learn how their first week went.
- Ensure the new joiner is provided with HR contacts incase they encounter any HR issues. It will enable them to resolve any payroll, HR system or set up questions with ease and limit isolation

Tips for the first 30 days

- 1 Get new hires involved as soon as possible, assuming it's done in a manner that offers plenty of support.
- 2 Schedule "meet and greets" with company leaders or top performers (including your most recent employee of the month) so they can hear their stories and learn from their experiences.
- 3 Ensure you stick to the scheduled check in meetings booked for the first week and month.

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The check-in meetings at the end of their first week and month are to review work progress, assess what has gone well or what may need improvement and get general feedback. It's an opportunity to compare the employee's progression against the goals set on their first week. While these may have developed, it's important to understand how your new hire is fitting in with their team's work process.

Beyond your 1st month

- 1 Organise regular get-togethers with new hires or set up an online forum for this group to exchange experiences. These initiatives will be a great foundation for a cross-departmental network for the new hire to build upon.
- 2 Schedule check in meetings at 90 day increments so you can check in with them each quarter.

CONSIDERATIONS FOR REMOTE EMPLOYEES

- Offer Virtual Training Via Online Videos - While moving training online can be an investment, it's one that is essential for any businesses working with remote employees. For some companies training starts on their official first day of work, for others they require employees to complete some training before starting any tasks, initial training should include a full overview of the employee's tasks. Whichever method you may use, getting your new starter set up and aware of the training process is important. Training can become significantly more difficult for a remote employee; in-person learning has to move online
- Hold Performance Reviews at Routine Intervals, You can track your team's progress this way. It also provides feedback on what's working/not working on their end. After that, you can brainstorm ways to improve the process before it snowballs out of control.