How to Onboard New Employees - *the Right Way*

THE SUPER
CONSTRUCTION

A structured onboarding process sets new employees up for success, fosters engagement, and accelerates productivity. Follow these steps to onboard effectively.

Before the Employee's First Day

1

Prepare Their Workspace
- Set up their desk, computer, phone, and any required tools.
- Provide branded items (if applicable) to create a welcoming atmosphere.

2

Provide Necessary Access
- Ensure login credentials, email accounts, and software permissions are ready.
- Announce the new hir and their role

On the Employee's First Day

3

Welcome and Orientation
- Personally greet the new hire and make introductions.
- Provide an overview of company culture, values, and policies.

4

Review Key Information
- Go over the employee handbook, benefits, and expectations.
- Share org charts, department goals, and resources for their role.

During the First Week

5

Job-Specific Training
- Schedule training sessions tailored to their role.
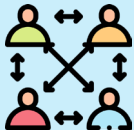- Set clear goals and milestones for their onboarding period.

6

Encourage Questions
- Check in frequently to address concerns and clarify expectations.
- Foster open communication.

7

Build Relationships
- Schedule informal meetings with team members.
- Invite them to company events or team lunches.

Post-Onboarding Follow-Up

8

30/60/90-Day Check-Ins
- Review their progress, provide feedback, and address challenges.
- Revisit goals and adjust as needed.

Collect Feedback
- Ask for their thoughts on the onboarding experience to improve the process.

9

KEY TAKEAWAY

Effective onboarding is about preparation, communication, and support. By investing time and effort upfront, you can help new employees feel welcomed, confident, and set up for long-term success.