

# ONBOARDING IDEAS FOR YOU

## TO IMPROVE CONNECTION AND RETENTION

One of the most IMPORTANT jobs you have is **integrating new talent and personality styles** into your existing environment successfully...



## CONSIDER SETTING UP THEIR TRANSITION AS A TWO-PHASE EXPERIENCE!

You **MUST** recognize the importance of your onboarding process...

A strong onboarding process has been shown to improve retention by 82% and productivity by over 70%. Here are some ideas for you to try with your next hire.



## **PHASE 1: First week on the job**

- Keep FIRST DAY short (maybe half a day)
- What are the essential things an employee needs to know?
- What's the mission of the organization?
- Who will they be working with?
- What is the IMPACT of the daily efforts they will give?

### **Phase 1 ideas to consider using with your team:**

**1. MAKE THE NEW HIRE ANNOUNCEMENT** – Send an email, put up a sign, and post on your announcement boards to capture interest when staff are waiting at printers or in common rooms.

**2. INCLUDE QUIRKY INFO** – Before they start, send new employees a mini survey with a few peculiar questions to answer. Their responses will help make them seem 'real people' and provide a handy icebreaker with existing teammates.

**3. SHARE A VIDEO** – Produce a video overview of the company, featuring your CEO and other key personnel, for new staff. This conveys company culture, adds interest and humanizes those at the top and in different departments.

**4. GIVE THEM A CHEAT SHEET** – Print or send them a handy guide that covers the who, what and where for new employees. Key personnel, what each department does, important physical locations (like bathrooms), and digital locations (like the intranet URL), food and retail outlets nearby etc.



5. **GIVE THEM A BUDDY** – Assign new staff an existing employee to guide them in their first week and answer any questions. Having a buddy like this helps form valuable personal connections and reduces any reluctance of new staff to ask questions of their manager – plus you can hand pick a positive person to have the right influence early on!

6. **GIVE THEM FOOD AND DRINKS** – A morning coffee conversation or an off-site paid lunch with teammates on the first day provides valuable bonding time, as well as filling hungry bellies and allowing everyone to get to know who they will be working with.

7. **SURPRISE THEM WITH A GIFT** – Send a welcome gift pack to the new employee's address before they start, including a company t-shirt, notebook, food, welcome notes from the team etc. There's no better way to set things on the right foot straight from the get-go than to deliver more than is expected if you want your new hires to come in with a positive attitude and ready to deliver more than is expected ; )

8. **HAVE FUN** - Organize ice breaker games so they get to know their teammates. And a scavenger hunt so they can wander around and find the conference room, the supply rooms and fellow co-workers, etc.

But the first day (or week) is not the end of your process...

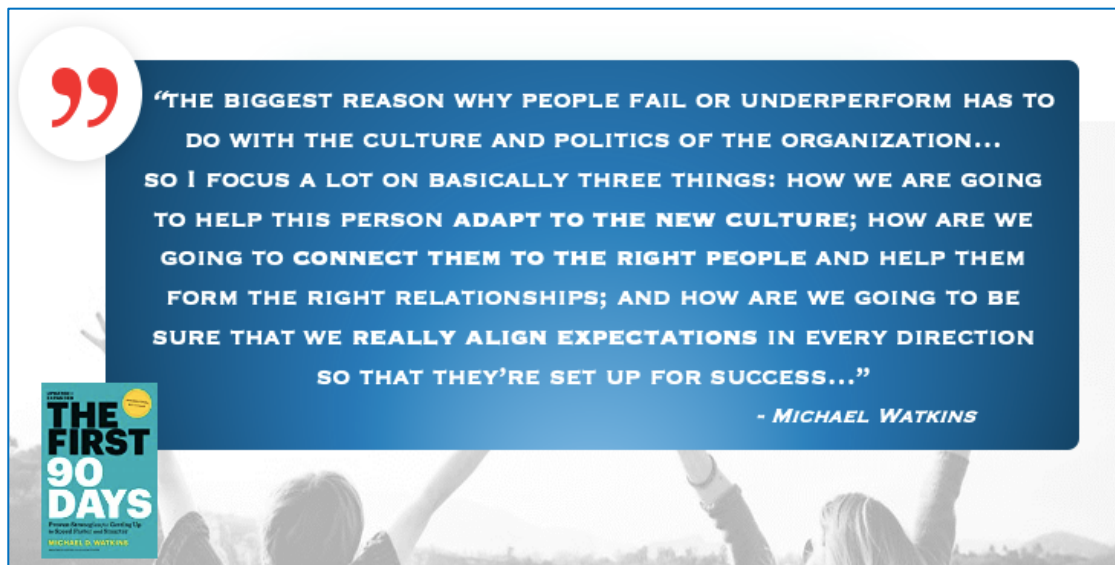
Turns out that only 4% of new hires decide after the first day that they want to stay with their current company (Gostick and Elton).

However, if the new hires take part in a structured onboarding process, 66% of them are likely to remain with a company for longer than 3 years (source: DOL).



## PHASE 2: A Few Weeks after hiring...

- Schedule a half-day retreat or Q & A session 3-4 weeks later
- Cover any unexpected information team members need to know
- Ask for ideas they have about how to improve what everyone else has accepted as “the way we’ve always done things”
- Clarify their individual goals, assessment criteria and career path.
- Ensure frequent opportunities for two-way communications and “check-in” feedback sessions.



## **7 QUESTIONS TO CONSIDER WITH A NEW TEAM MEMBER...**

It is important to provide answers to the following seven questions to help smooth the transition for a new team member joining an existing team or organization... You may find it helpful to collect the opinions of everyone involved, or just interview the key stakeholders, and then compile their responses as a gift to the “new hire”:

- 1. What are your specific expectations of new hires filling this role?**
- 2. What land mines or situations exist that *new hires* should be aware of?**
- 3. What organizational terms or processes will new hires need to be familiar with?**
- 4. If we prioritized, what should new hires focus on the first 30 Days? 90 Days?**
- 5. What relationships must new hires develop internally & externally to succeed?**
- 6. What measurements will define success for a new person in this role?**
- 7. What concerns or questions do you have for *the person* taking on this role?**

