

Onboarding New Employees

Best Practices Checklist for Fostering Connection

- Make the first day special for new employees. Meet with them, make sure someone takes them to lunch, and create a welcoming atmosphere. This simple connection matters for success over the long run.
- Recognize that the manager plays a special role. Make a special effort to connect with the new employee on their first day of the job even if it is just to say hello and welcome.
- Check in with new employees to make sure they have what they need on their first day and again when new questions may have arisen.
- Remember that new employees are anxious to make a good impression. Tell them how happy you are to have them join your team. Do this early on and you'll make a much bigger positive impact than if you wait until later.
- New employees need to learn specific rules and procedures. The most effective way to do this is to get them comfortable with the other best practices below so they are receptive and able to focus on learning
- Be consistent with onboarding practices for new employees. Some issues about your organization may be old news to you, but it's all new to them. Have a written onboarding plan in place and enact it every time.
- Make sure your values and culture are projected in how you treat and greet new employees. Stories tell who you are.
- Establish time-based milestones to check in with new employees to see how things are going. For example, 30-, 60-, 90-, and 180-day milestones are good markers to consider.