

On-boarding Overview

What information could be sent prior to the start date?

By sending paperwork, policy and procedure documents to the employee before their start date, you can focus the first few days on the actual job.

What sort of welcome pack could be prepared for new employees, work experience and/or work placements?

Show you are looking forward to welcoming the individual, include things like uniform, PPE etc. the new employee will appreciate a tangible pack to prepare them for their first day (you can include the paperwork in this pack too)

What information could be provided by phone the day before the first day? Who would make that phone call?

Explain to the new employee what they need to know on arrival e.g. where to park, which entrance to use, who to ask for, what to bring, what to wear etc. This will make them more comfortable on their first day and ensure they follow any organisational requirements in the process.

How would you describe the following to a new employee (where relevant)?

The below are some suggested topics that can be discussed with the new employee that go beyond a standard induction process. This information will equip the new employee with important knowledge and an understanding of what the organisation and the team will expect from them and what they should expect from the team and organisation.

- Current business climate
- Strategic direction and priorities
- Competitors and positioning
- Quick wins in the role (how to make a good first impression)
- Future opportunities (within the role and/or organisation)
- Employee KPIs and how they relate to organisational strategy
- The team culture
- Relevant stakeholders (can you map them out?)
- Current status of workplace relationships and levels of engagement
- Capabilities and capability gaps (who to go to for what and what needs improving)
- Leadership (legacies and current leadership brand or style)
- Pace of change
- Opportunities for development
- Expectations about employee performance