

# 5 ways to make your employee onboarding process soar



## Give top-flight talent a smooth takeoff

Recruiting top talent is challenging and time consuming. Once the right candidate accepts your offer, it's time to **set your new hire onboarding process in motion**. With these five strategies, your new employees will be soaring in no time!



### 1 Start the process before new employees arrive at the gate

- Set up **workstations**
- Register new hires into **internal systems**
- Send a **welcome email with a schedule** of the first day, names of team members and high-level information about ongoing projects



### 2 Greet new employees like VIPs

- Have a co-worker **meet each new hire** at the door
- Provide some **company swag**, like a company mug or T-shirt
- Display **welcome messages** from co-workers, such as signed photos, a poster or short video



### 3 Provide a first-class amenity kit

- Develop an **office map** to show where everyone sits and the location of the closest restroom
- Create a **who-to-call roster** so new hires know who to contact with questions about technical issues or office supplies
- Compile a **how-to list of reference information** on placing a call or using the copier



### 4 Prepare new hires for takeoff

- Share information about **job responsibilities** by providing a clear picture of **what new employees need to succeed** and options for career paths down the road
- Provide a schedule of **how the first few weeks will look** with time carved out to meet with co-workers, get acquainted and ask questions
- Assign a few small tasks to **help new employees feel useful**



### 5 Be attentive during the journey

- Establish **routine check-ins** by scheduling **weekly meetings with new employees** for the first six to 12 weeks, creating a safe space to ask questions
- Gather **feedback from team members** on how new employees are adjusting



Engaging new hires requires a **robust onboarding process** that starts in advance and continues beyond day one. Follow these strategies for a smooth and successful journey.