

HIRING WITH EXCELLENCE

ONBOARDING

"New employees who attended a well-structured onboarding orientation program were 69% more likely to remain at a company up to 3 years"- Lessonly

"Organizations with a standard onboarding process experience 54% greater new hire productivity and 50% greater new hire retention rate" -Lessonly

1st Day Checklist:

- Make the first day AMAZING
- Welcome with the team
- Tour the organization
- What the week will look like
- Initial assignments
- Reviewing training plan
- Institute weekly reports
- Train on organization's culture
- Explain organization's expectation
 - Lunch times
 - Weekly meetings
 - Flow of the office
 - Expectations with clients
 - Taking care of kitchen/bathroom
- Begin initial training on tools
- Walk through handbook
- Have all paperwork signed
- Show them supplies and tools
- Take them to lunch

1st Week Checklist:

- Begin Training
- Training videos
- KRA and KPI expectations
- Have them rewrite their KRA
- Personal Mission Statement

1st Month Checklist:

- Have one on one meetings
 - How are they doing? What needs do they have? What doesn't make sense to them? Where are they struggling? What would help them succeed? What can their leader do to help them succeed?
- Note any interactions with any team members, and if there is any conflict that needs to be addressed.
- Celebrate their wins! People repeat what they're praised for.