

MANAGERS' GUIDE TO ON BOARDING

THE FIRST DAY, WEEK, MONTH AND BEYOND...

You have invested time and money to find the best new hire for your company, so it only makes good business sense to have a plan in place to help your new hire succeed. A quality on-boarding program will help you welcome new employees and assist them to quickly become an engaged and efficient member of your team.

Onboarding - Goals

Your onboarding program should help new employees:

- √ Understand your company culture,
- √ Develop positive relationships with other members of your team,
- √ Be productive, and
- √ Deliver high-quality work.

Welcome

Checklist

Mentor

Training

Welcome – The First Day

- Take care of administration details before the first day of work – set up phone, computer, email, workstation/office, and other equipment.
- Communicate – send out a welcome introduction email to all staff with a short bio on your new employee.
- Start the first day with a tour and introductions.
- Introduce your employee to their mentor / peer who will manage on the job training.
- Managers should plan to take your new employee out for lunch/coffee on their first day.
- Share information on the company's mission, business strategies, and culture.
- Give your employee a copy of the new employee FAQs covering the company, department and new employee's role.

Manage People Better with Fusion

Orientation Checklist

- To keep compliant with workplace legislation, orientation involves completing paper work, participating in mandatory training and reviewing company policies, rules, and standards.
- There is no need to complete the orientation checklist in the first day or week. Spread out these activities over the first month.

Welcome and Introductions

- √ Welcome, meet the team, tour

Employment Forms

- √ Sign forms: income tax, payroll, benefits, contract, job description...

Employment Handbook

- √ Hours of work, dress code, vacation, holidays, standards of conduct, ...

Communications

- √ Phone, email, network, login, passwords, ...

Health and Safety Orientation

- √ Policies, emergency procedures, security, first aid, what to do in case of injury...

Health and Safety Training

- √ MOL H&S awareness training (worker and supervisor), Workplace Harassment and Violence Prevention Training, WHMIS training, workplace specific hazard training, ...

Human Rights and Accessibility Training

- √ Human Rights policy, AODA Customer Service Training, AODA and Human Rights training...

Company Specific Training

- √ Company history, training manuals, processes, standards, forms, ...

Assign a Mentor

- Assign a peer, mentor, or “buddy” to help your new employee learn their job.
- The mentor’s role will be to work with the new employee to provide instruction, demonstrations, on the job training, and feedback.
- The mentor will also play an important role in helping the new employee develop new relationships and personal networks, while learning the social nuances of your workplace.

Develop a Training Plan

- Develop a training plan for the first day, first week, first month, and beyond.
- Training may include:
 - technical training on company systems, software, equipment or processes
 - culture, values, ethics
 - common jargon and acronyms
 - on the job training
 - working with a mentor
- A well-developed training plan will help employees fit in, learn how your company does business and shorten the time frame for new-hire productivity.

Onboarding - Tips

- ✓ Put a plan in place for your new hire before their first day of work.
- ✓ The first day is very important – make a good impression.
- ✓ Welcome your employee and encourage others to make them feel welcome.
- ✓ Pair new hires with a mentor.
- ✓ Avoid information overload and spread out the necessary paper work.
- ✓ Develop a training plan for the first day, first week, first month, and beyond.
- ✓ Managers should review performance at the end of the first week, at one month, at three months, at six months and beyond for more senior roles.

The information provided is an overview. Your situation is unique. Contact Fusion Career Services for advice.