**ONBOARDING**

Below is an example of what your agenda might look like for the first few days of a newcomer’s employment. If you can, provide an agenda that covers the entire first week so the employee knows exactly what to expect. If you can provide an agenda for the first few weeks, even better. The weekly agenda doesn’t need to be so detailed, although it should provide some insight as to what’s to come.

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| **Day One** |
| **8:30 -9:00** | Get introduced and enjoy an office tour.  |
| **9:00–10:00**  | Eat breakfast with your new team and HR.  |
| **10:00–12:30**  | Meet with key managers and directors for interviews.  |
| **12:30–1:30**  | Have lunch with the CEO.  |
| **1:30–2:30**  | Complete new hire paperwork at the HR office.  |
| **2:30–3:30**  | Meet with your buddy.  |
| **3:30** | Head home and relax; you made it through day one.  |

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| **Day Two** |
| **8:30 -9:00** | Meet with your manager to review the position, expectations, and success measures.  |
| **10:30–12:00** | Join the customer service department to listen in on calls and talk with customer service team. |
| **12:00–1:00**  | Lunch with your team.  |
| **1:00–1:30**  | Watch video on our history.  |
| **1:30–4:00**  | Meet with your buddy to discuss your questions and review corporate values and history.  |

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| **Day Three** |
| **8:30 -9:30** | Meet with the department director.  |
| **9:30–12:00**  | Attend the new employee orientation online at your desk. 12:00–1:00: Have lunch with the customer service team.  |
| **1:00–3:00** | Participate in the team-building activity with your team. |
| **3:00–4:30**  | Spend time getting to know our product with the product manager.  |
| **4:30**  | Meet with your buddy to discuss your questions.  |

**List of Onboarding Ideas**

Onboarding should address the following:

* Organizational culture
* Organizational goals and objectives
* Individual functions and tasks
* Social integration
* Departmental functions and tasks
* Available resources
* Performance management information

Some ways to do that include the following (in no particular order):

* Pair the newcomer up with a buddy or mentor.
* Provide opportunities to learn about the company’s history.
* Ensure the newcomer interacts with, or at least hears from, the CEO.
* Give employees a list of people they should have lunch with, and facilitate their lunch appointments.
* Set up interviews with each department, and allow the newcomer to spend time interviewing and learning about that department.
* Create a welcome video from various team members and send it before the first day.
* Provide a list of “insider information” (e.g., best places to eat, secret backroads to avoid traffic, and locations and times of happy hours).
* Give a gift basket with different “survival” items for your organization. It is even better if each coworker contributes something (e.g., $5 gift card to the coffee shop downstairs or ear buds for the noisy time of day).
* Turn some training opportunities into games, and to opportunities for other employees to get involved in the newcomer’s onboarding.
* Offer team-building activities around the newcomer’s arrival, so that he or she can start to become a member of the team.
* Have newcomers spend time in the customer service department, even if they won’t be interacting with customers, so they understand the user of your product or service.
* Develop a scavenger hunt card, where the newcomer is encouraged to meet and talk to other people to find out their interests, hobbies, and professional functions.
* Ask each individual employee and manager to submit one item he or she will do to help onboard the newcomer. Add those items to the agenda.
* Ensure the newcomer’s desk, computer, email, and so on, are all set up and ready to be used on day one (include a bouquet of flowers and a handwritten note to make them feel especially welcome).
* Locate videos, such as TED Talks, that really highlight your organization’s culture.
* Connect the newcomer’s job tasks and roles to the organization’s core mission.
* Ask newcomers what their motivators are, so you can deliver on them.
* Ask newcomers to share ways they see your organization can improve, based on what they’ve seen so far. The newcomers feel like their opinion matters, and you get a perspective from “fresh eyes.”
* Provide an agenda before the first day so the newcomer knows what to expect on the first day, week, month, and year.
* Include photos of employees wearing clothes that exemplify your dress code, so the newcomer knows exactly what to wear.
* Discuss the newcomer’s job description, expectations, measurements of success, and so forth.
* Ensure the newcomer’s manager is around, present, and readily available on the first day, if not the first week.
* Meet with the newcomer at the end of every day for the first week, and at the end of the week for the first month, to provide an avenue to ask questions and check in.
* Provide real examples of employees living the values.
* Treat the process of onboarding as a celebration, not a task. You’ve found someone to help your organization succeed, and that’s a big deal.