

Tips for Onboarding

1. Onboarding should begin in the recruitment phase
2. Make the new start feel at ease on their first day
3. Offer a buddy system
4. Create a blended training system
5. Encourage regular meetings

Onboarding should Begin in the Recruitment Phase

Ideally, to get the most from your new start onboarding should begin in the recruitment phase. How you make new starts feel when recruiting them is key to effective onboarding. Essentially, onboarding should begin from your first encounter with the new start. It's key to communicate when new recruits should expect at each step of the process.

This will reflect positively on the business for any other new starts looking to join the company.

Make the new Starter feel at Ease on their First Day

Employees should be made feel as relaxed as possible on their first day. Avoid excessive paperwork and formalities on the first day. Instead, use the employees first day to make them feel included and as part of the team.

Offer a Buddy System

A buddy system is an approach where you use your existing shining stars to help onboard & train new recruits in a formal yet relaxed setting. And the good news is ... you don't need a large staff or a great deal of time or funds to set up an effective buddy programme. But you do need a culture of openness and teamwork.

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Create a Blended Training System

Remote working is becoming more and more popular so it's important to recognise some new starts may need to be onboarded virtually. Training should be offered virtually to these new hires as well as regular check-ins to manage the new hires progression.

Encourage Regular Meetings

When an employee first starts, regular check-ins are essential. When an employee first begins, weekly check-ins are recommended to ensure the employee understands what is required of them and can ask questions. This meeting can be as simple as ensuring they have all their necessary tasks completed. It's important that the employee feel they are taking the necessary steps as expected of them.