



TRANSITIONING NEW EMPLOYEES

The key is to have a plan. It can't be happenstance. When people show up for their first day of work, things must be **deliberate**. The most difficult time is the beginning and people want to have their decision to join validated. It is the culmination of a stressful time of leaving the previous company and anticipating joining the new company.

1. Greeting
2. Ready office
3. Formal announcement of their joining company and introduction
4. Have them spend hours (days) in each department shadowing staff
5. Assign a mentor/moderator
6. Make sure they have someone to have lunch with
7. Culture may be entirely different. Do not assume everyone does business the way you do.
8. They should not have to fend for themselves. It extends ramp up time.
9. There should be a plan for specific tasks.
10. Written org chart with "who to call" cheat slip

Front line managers must be very attentive. Look for clues. Have formal feedback policy at set times that have been discussed. Have a 90 day and 6 month review. Share this plan with new hire along with agenda.

Have feedback meetings on a regular basis covering all aspects of company/job/product, etc.

They can tell you what the interview process was like from their side of the table. If they resign, do you do a thorough exit interview? What do you do with the info obtained?

Do you know who contacted them?

During first year, the new hire can provide valuable insight.

Short circuit derailment with careful monitoring