

## ONBOARDING: THE JOURNEY FROM NEW HIRE TO KEY CONTRIBUTOR

### Before the start date

	Call to congratulate, offer support and advice for handing in notice
	Provide transportation information
	Send a welcome video
	Tell the team about the new hire, ask them to connect on social media
	Invite the new hire to relevant internal communities
	Send relevant training materials and documents

### First day

	Present employee handbook and schedule for their first week
	Discuss future visions for the business and role
	Set goals with the new employee
	Meet and greet with the whole team, including onboarding representative
	Run through safety procedures and show workspace set up

### First week

	Explain work style and how it will fit in with the style of the employee
	Provide list and discuss current and upcoming projects
	Create learning program together
	Ensure employee shadows each department
	Discuss what is expected of the role and employee
	Inquire how the first day and first week has been

### First 3 months

	Progress and performance catch up
	Review goals and learning program
	Engagement audit

### First 6 months

	Progress appraisals
	Review goals
	Review learning program
	Engagement audit

## After trial service

Celebrate the end of the onboarding period
Set new goals
Create a new learning program together
Ensure employee shadows each department
Engagement audit
Gain feedback on onboarding process
Invite employee to be key contributor to the onboarding community / process
Assign mentor

## Community

Notify colleagues in business of new hire (inc start date, role in business and employee bio)
Identify co-worker to be onboarding representative
Arrange a campus tour and access cards
Set up meetings with critical people (E.g. Management team, clients or business partners)

## Human Resources

Contact HR partner
Submit offer letter
Confirm background check

## About Chantelle

Chantelle is a recruitment entrepreneur who has an impressive track record in helping companies attract, retain and engage the best talent

With a passion for employer branding, candidate attraction and engagement - Chantelle is on a mission to help businesses create great company culture, improve on workplace productivity and save time & costs on their recruitment process

Chantelle delivers bespoke workshops on recruitment related topics; including Personal Branding, Social Recruitment, Employee Engagement and Employer Branding



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