



ONBOARDING

The First Day

Matters Most!

Here's How to
Make the Most of It



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It's true that onboarding begins before the job offer is even made and continues for at least 90 days after the new hire starts. But DAY ONE is still the most important piece. Here's why:

BEFORE Prepare the Space



Ensure their workspace is ready with these items:

- Computer
- Phone
- Email & network access
- Office supplies
- Staff directory
- Employee handbook
- Building map/Seating chart
- Fun map with the best lunch spots nearby

All work and no play is dull, but balloons are Great!

Preparing for the new hires first day reaffirms she is a priority and a valued member of the team. It also gets the logistical issues out the way, so the new hire can be productive right out of the gate.



Upon Arrival

Assign a greeter to meet Sally at the door, or in the parking lot.

You could even set aside a parking spot marked RESERVED FOR FIRST DAY HIRES.

Send a welcome announcement email.

Include name, title, department or team, and personal info like favorite foods or hobbies.

LAME APPROACH:

"Team, please welcome Sally. She is sitting by Jeff."

CONNECTED APPROACH:

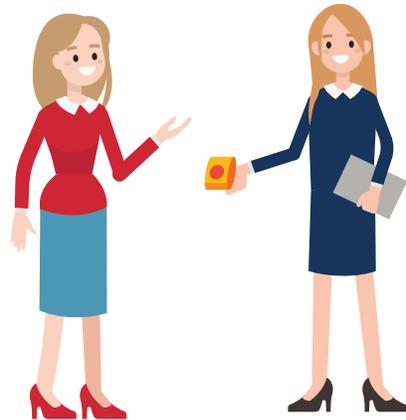
"Team, please welcome Sally. Along with her stellar qualifications (list degrees or accomplishments at past employer), she tells us she enjoys "crime shows, craft beer, and pretending to go to the gym."



Make her feel welcome

As the new employee settles in, have someone bring her favorite snack food over to her desk and give it to her. It's also a good time for the welcoming gift. Everyone loves getting a gift, such as:

- Company swag like t-shirts or coffee mugs
- Office equipment like pens or notebooks



Provide a Mentor

A mentor helps ease the first-day stress and gives the hiring manager a good feedback conduit. A mentor can help the employee assimilate into the culture faster AND do the ever-important First Day introductions.

Day One Introductions

Be sure to have a list of who the new hire should be introduced to, for instance, team members, support teams, other supervisors and managers, upper managers.



The Rest of the Day

Simplify the Paperwork

Instead of using up valuable time filling out form after form, have your employee sign their paperwork electronically. This also keeps documents in one place. Have your new employee fill these out electronically on their first day – or better yet, have them do it before their start date!



Plan an Activity

Along with First Day Introductions, having a planned activity is a great way to make a new employee feel welcome on the first day. A few ideas:

- Have a catered or potluck lunch.
- Take the team to a favorite local eatery.
- Throw an after-work happy hour.

Events like these can give your new and current employees a chance to get to know each other in a casual environment to build strong relationships and channels for collaboration.



Day's End

At the end of the day, the hiring manager should **CHECK BACK IN** to be sure to give the new hire a chance to ask any questions. The first day is often overwhelming, so touching base helps make them feel supported.

Show Enthusiasm

Make sure you're enthusiastic about your new hire. You want them to know you're looking forward to working with them. Even on an employee's first day, there are great ways to show your excitement, whether it means using any of our tips or building a new first-day employee ritual unique to your company and culture.

