



HRxaminer

*Examining practical HR issues business owners
and managers encounter every day*

Creating Employee Success With Orientation and Onboarding



Many of us are struggling to find the right people for our organizations. So, once you finally hire the right person, what are you doing to make sure they stay beyond the first day of work? The first week? The first month?

The “new-hire period” is a crucial time to establish a solid relationship with our new employees. While we’re checking out our new employees to see if they’re going to make it, they’re doing the same self-evaluation. They are questioning whether they picked the right company. They’re also still getting inquiries from other employers for job openings they applied to before we hired them. Temptation to go elsewhere is still in their mind – and studies show that it stays in their minds for an average of 6 months.

So, what are you doing to make sure that your newest employees actually stay, learn and succeed? Our job as business owners, leaders and managers is to do everything possible to prepare each new employee for long term success in our workplaces, consciously starting by creating a positive Day One experience.

Put yourself in the shoes of your latest new hire.

- Did you feel authentically welcomed?
- Was it only an HR day, or did you get some meaningful interactions with your new boss and coworkers?
- Were you deserted for lunch, or were you immediately integrated into your new work group?
- Was your desk and office set up, or were you an after-thought?
- Do you have an extensive schedule of planned meetings over the next days/weeks to get know your team, or is orientation done after Day 1?
- Were you assigned a buddy or a mentor, or are you alone in a sea of office cubicles?

- How was your first day wrapped up? Did anyone (including your boss) check in with you, ask what questions you had, explain what would happen tomorrow, and show they cared?

All of the above (and more) requires detailed advance planning to make sure we don't lose our people in that crucial first day, week or month.

To design a purposeful and repeatable orientation, the bigger question is: What will it take for each new employee to learn and master this particular job?

Can an employee learn it all in one week, or will it take months to become moderately effective and 1+ years to master? If the latter is the case, you have an important task ahead. Employees know when you're making it up as you go. They know when they're an after-thought. They also know when you have created a successful track for them to follow as they transition from orientation into onboarding and then into an effective training and development process.

We all know that developing the appropriate level of onboarding is not easy. However, despite our busy work schedules, we must take the time (with your team) to outline a thorough orientation training timeline for each position. What do they need to learn, how can they learn it, and how do we know if they've acquired the required knowledge?

When you do create the first outline, it's okay to explain to your next new hire that they are the test employee, trying out this new learning experience. Involve them. Have them evaluate each step of the process. Have them update the onboarding and training checklists, cheat sheets and other training tools, so that the next new hire can benefit. It's an on-going effort to develop a solid process for your new employees, but we have to start somewhere.

Don't be another new hire turnover statistic just because you were too informal in how you welcomed and trained your new hires. Successful leaders focus on employee success, beginning immediately as they walk in your door.

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February Orientation Training – Supervising Smart Series

If you're seeking practical, hands-on and fun training for yourself or members of your team, the February 27, 2018 2-hour training session is on Successful Orientation and Onboarding.

Each session is \$70 – but there's one more chance to sign up for the year and get additional savings! For \$650, you can attend 11 sessions, and save \$120.

Here's the schedule:

2/27/18: Successful Orientation and Onboarding
3/27/18: Employment Law for Managers
4/24/18: Effective Decision Making
5/22/18: Managing Change
6/26/18: Values and Redefining the Culture
7/24/18: Everyday Management Do's and Don'ts
8/28/18: Assertiveness: Finding the Balance
9/25/18: Effective Interviews: From Screening to Hire
10/23/18: Collaboration
11/27/18: Creativity / Creative Thinking
12/18/18: Professionalism and Ethics

I hope to see you there!

Feel free to sign up for one or more sessions to save your spot. You can also mix and match attendees so that the right people receive the right training.

Register online at [Click Here for More Information](#) or call [952.996.0975](tel:952.996.0975) [email Arlene](mailto:Arlene) if you have any questions!

About Arlene Vernon

Arlene has provided HR consulting and management training services to over 500 organizations since starting HRx, Inc. in 1992.

If you're seeking a hands-on, practical HRxpert to assist your organization with employee relations, policy development, strategic HR activities or fun/doable management training, call on Arlene – Your HRxpert.

If you're planning a conference, seminar or special event, Arlene specializes in keynotes, seminars and workshops to meet your talent management needs. And if you're seeking a more lively entertaining activity, Arlene's custom songs and musical-inspirational keynote may be perfect for your organization!

HRx, Inc., Eden Prairie, MN 55344, 952.996.0975
www.HRxcellence.com. Arlene@ArleneVernon.com

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