

Are You Practicing These On-Boarding Essentials?

50% of all new hires leave their jobs within the first 6 months. How much does that cost your organization every year? New employees are anxious to fit in and contribute. But so many times, employers shoehorn these people into already jam-packed days. Then they get lost in the shuffle. Here are seven on-boarding essentials that will get them off on the right foot, regardless of position.



Make the first day count – How would you want to feel at the end of the first day? Included? Welcomed? Like you're getting the hang of things? Made a couple of new friends? What can you do to make new hires feel the same way? It's the little things that count.

Explain the big picture – Most people can't explain their employer's business model. All it takes is a short video about the company and how it contributes to the marketplace.



Show them how they contribute – Once they understand the big picture, explain their place in it. People, by nature, want to contribute and feel part of something larger. Show them how they do.

Give them a tour – Where's the restroom? Where do you get something to eat? Where are the other departments you'll be working with? Where are the supplies? Put yourself in their shoes and share. Basic questions always trump everything else.



Take them to lunch – Go to a regular spot. Spend 45 minutes just shooting the bull. You don't have to buy. Ask them a few chatty questions and share a bit about yourself. Don't let them feel left out. First impressions are lasting.

Make training meaningful – Take the time to do it right or you'll do it over. Don't assume they'll catch on the first time. Few do. Be patient and encouraging. Have the last person hired show them. They're closest to what the new person needs in the first few days.



Give them a "go-to" person – Who can they turn to besides the boss? Make them feel comfortable asking the "dumb" questions that come up during the first few days. This person doesn't have to be a buddy, just someone they can consult on the little stuff.

Check out Bob's new self-paced online course: [Beating Burnout](#).

Have an event or meeting where this topic would be a good fit? [CLICK HERE](#).