

## Top 10 tips to get it right

- 1 Communicate with your new employee before they start**

In addition to the letter of offer/contract, call to congratulate them or even better, invite them into the office for a coffee to meet the team and familiarise themselves with their new work environment. This may include providing information on what to do on their first day in relation to parking, public transport options available, building access, dress code etc.
- 2 Provide an accurate position description and organisational chart**

This helps the new employee to see where their position fits in the overall picture and who they can approach for assistance or advice.
- 3 Communicate clearly what the new employee is expected to achieve and how this will be measured (i.e. provide clear KPIs)**

The new employee's role will be defined and they will know what is expected of them.
- 4 Ensure that the tools of the trade are organised and available to your new employee immediately upon their arrival**

Having a new employee wait for a computer, login, business cards, phone etc., gives a very negative impression and goes a long way to reducing their motivation and respect for the organisation. Help them to be more effective sooner.
- 5 Introduce your new employee to their colleagues and show them around the premises, ensuring that you point out all of the employee facilities**

As simple as this may sound, you should make it clear and verbalise what the arrangements are for tea breaks, lunch breaks, company smoking policy and so on.
- 6 Allocate a buddy or mentor**

In the first few weeks a new employee can save time and possible embarrassment if they know who to depend on for direction in regards to certain protocols, authorisations and procedures.
- 7 End the first day by exchanging feedback with the new employee and provide them with an opportunity to ask further questions and clarify anything they need**

This allows your new employee to leave on the first day with a good impression and without any confusion regarding their role or the organisation.
- 8 Over the first few days or weeks, provide regular and consistent feedback, both formally and informally**

This ensures the employee knows exactly how they're tracking, how they are fitting in, and you can clarify what expectations you have of them.
- 9 In the longer term provide formal performance appraisals**

This is particularly important during a probationary period for both the new employee and you as an employer. Both parties should be clear about levels of performance and if necessary, ways to improve.
- 10 Make sure your new employee is included in any email distribution lists for both information and social purposes, and encourage their inclusion in both formal and informal social events**

Opportunities to socialise with co-workers help new employees to achieve a sense of belonging and get to know their colleagues better, yet this point is often overlooked.