Guest,

Welcome to:

Hiring is Step #1... Now, Up the Odds of Success - The Keys To Onboarding

Presented by
Lighthouse Consulting Services, LLC

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Featured Guest:
Larry Cassidy
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Host:
Dana Borowka, MA
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OVERVIEW: FAR TOO OFTEN...

- Spend time "creating" position
  - Months deciding on new slot, or
  - Months before acting on underperformance

- Talent search takes time
  - Identifying
  - Deciding
  - Hiring

- Then we toss new hire in the deep end of the pool

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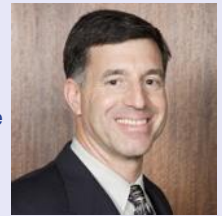Dana Borowka, MA
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REALITY FOR THE NEW EMPLOYEE

- You walk into a strange shopping mall
- No idea where you are
- No idea where stores are located
- Required: You Are Here 'X' and a map

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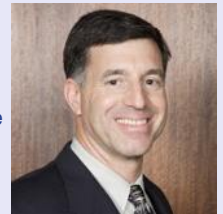Senior Consultant, Lighthouse Consulting Services, LLC

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REALITY FOR THE COMPANY

- New employee hired to create a result
- The better informed, the better the result
- The more 'welcome' the new hire, the better the result

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WHAT TO DO?

- Create an on-boarding plan

- Include key current employees

- Appoint a Week 1 'Buddy' to assist new hire

- Sent plan to new hire before start date

- Follow up on who-does-what for new hire

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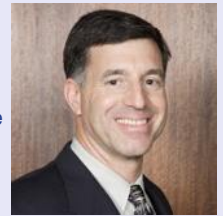Senior Consultant, Lighthouse Consulting Services, LLC

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ON ARRIVAL

- Receptionist well-briefed, expecting new hire

- Supervisor, Buddy notified…meet new hire

- Supervisor/Buddy escort to new hire's office

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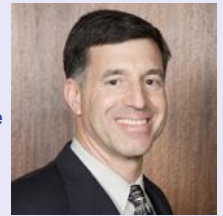CEO, Lighthouse Consulting Services, LLC
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FIRST DAY (INFO)

- Office fully ready
  - Computer/phone set up

- IT, Buddy brief new hire
  - Equipment
  - Processes/systems/procedures

- Office tour

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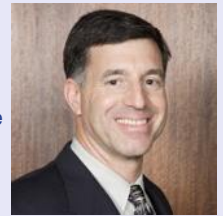Dana Borowka, MA
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FIRST DAY (WELCOME)

- Meet with Supervisor: Welcome
- Meet with HR: Details
- Lunch with teammates

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FIRST WEEK

- Meet other workmates

- Introduced to key staff members

- Meet with Supervisor
  - Describe organization, how it works
  - Review job description
  - Establish 30-, 90- and 180-day expectations

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FIRST 90 DAYS

- At 45 days: new hire feels comfortable

- At 90 days: team accepting employee

- Give new hire short- and long-term tasks

- Review performance frequently

- Maintain 'open door:' many questions

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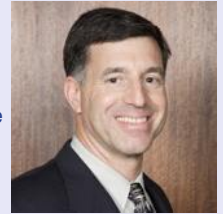CEO, Lighthouse Consulting Services, LLC
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'Do You Know What Your Company Culture Is? It's Essential for Hiring'.

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