

Smart Starts for New Employee Orientation

Training | Consultation



Research has determined the first day of employment for a new employee is a significant emotional experience that contributes to his/her confidence, sense of belonging and overall success in the job. New employees need to feel welcomed, valued and important.

Successful orientation practices focus on the first 90 days of employment, not just the first day of filling out paperwork. Making sure your orientation process is a positive and productive experience is imperative to motivate and retain your employees.

Objectives

Evaluate your current orientation process and develop strategies to:

- Assure consistent preparation before the first day
- Create a dynamic and welcoming first day
- Provide a meaningful overview of the organization and its goals
- Introduce the new employee to the team(s) s/he will be working with
- Develop job-specific knowledge and skills to do the job

Format

Multi-faceted project which involves a focus group of new employees and managers to make recommendations to improve the orientation process. Subject-matter experts will be utilized to help with the design and roll-out of the general orientation and department-specific on-boarding.

Length

The orientation process is the first 90 days of employment. The project to enhance it will be based upon the condition, complexity and desired outcomes of the process.

Orientation Process

- Hiring Communication
- Preparation for the First Day
- The First Day Activities
- The First Week Activities
- The First Month Activities
- The Second Month Activities
- The Third Month Activities
- 90-day Review

Target Audience

New employees in any department of any organization in all industries.

Ideal Size

No minimum or maximum. Orientation can be designed and conducted for a group or as a self-study for one.

Typical Uses

New hire orientation, human resources and organizational development to train and retain employees

Material Options

Varies depending upon the design of the orientation process (i.e. binders, PowerPoint, video, brochures, etc.)