

Employee Induction Process

Before Start Date

1 Welcome Communication

Send a welcome email to the new hire. Also, send any other electronic paperwork to endorse and materials to review before the start date. (i.e. welcome packet, training material, employment handbook, etc.)



3 Prepare

EQUIPMENT & SYSTEMS

Setup workstation, computer, hardware, software, phone system, email, and login credentials.

MATERIALS

Create access badge, order business cards, and put together office supplies.

AGENDA

Create an agenda of events/one-on-one meetings/trainings that will take place throughout the induction period.



2 Inform

Inform key personnel of the new hire's start date. This includes departments that have involvement with during the onboarding process.



On Start Date

5 General Administration

POLICIES, PROCESSES, AND PROCEDURES

Review employment policies, processes, and procedures, such as the employment handbook, hours of operation, dress code, IT security, and requesting time off.

COMPLIANCE

Complete required government documents, setup payroll, and process benefits enrollment.



4 Introduction

EMAIL

Send an introduction email to the company introducing the new employee joining the team.

TOUR

Provide an office tour, show the locations of key areas, and the new employee's designated workspace.

MEET

Give personal introductions with key members of the company, such as the new employee's department, team members, and direct manager.



6 Company Overview

Give an overview of the company's history, culture, organizational structure, and service/product offerings.



7 Job Performance

ROLE EXPECTATIONS

Identify how the new employee's role fits into the organization, set goals, provide tasks/projects to do, and performance metrics.

TRAINING

Coordinate any ongoing, job-related training for the new employee to attend.

FOLLOW UP

Conduct regular check-ins to see how the new employee is adjusting, answer questions, and provide performance feedback.

