



Department on Demand Orientation & Onboarding An offering of Roo Solutions

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Department on Demand: Orientation & Onboarding

Welcome to Department on Demand: Orientation & Onboarding. This toolkit will equip you to effectively train and integrate new employees into your organization in a practical, actionable and easily understood format.

Most organizations focus on paperwork, compliance related training and office supplies when a new employee starts work at a company and consider new employee orientation an “event” lasting a few hours or a few days. After all, with the wealth of information at an employee’s fingertips, one would think bright professionals could assimilate quickly into a new organization and be productive! While your hires most likely have the requisite skills and expertise to perform the functional aspects of their position, they likely need guidance regarding “how” the work gets done. Too often, new employees spend their first few days on the job trying to figure out who to ask for what, reading procedural manuals and trying to navigate the network structure. New hire orientation, or “onboarding” takes a more holistic and process-orientation approach to new hire integration process. From the time a candidate accept a job offer, a bit of planning can ensure a successful transition to your organization, shorten time to productivity and reinforce his/her decision to join your organization.

Meet the Expert



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Kelly specializes in creating practical and culturally-relevant solutions that engage the workforce while developing organizational capabilities. With over 15 years broad-based expertise in Human Resources, Organizational Development, Facilitation and Leadership, Kelly challenges her clients to strategically align people, process and culture with the execution of business objectives; she has a particular passion for optimizing the performance of non-profits and organizations experiencing growing pains. A two-time recipient of the Employers Association Best Practices Award, Kelly earned her MBA from the University of St. Thomas and the Professional in Human Resources (PHR) certification through the Society for Human Resource Management.

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