



Department on Demand

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Orientation and Onboarding New Employees

After selecting the best person for a position, you need him/her to become productive quickly. Most organizations focus on paperwork, compliance, and office supplies and consider orientation an “event” lasting a few hours or days. Training and orientation takes time – don’t waste it.

Your new employee probably has the technical skills to succeed, but he/she does not know HOW the work gets done in your company – who to ask, where to find things, how decisions are made, how they fit in the broader organization.

New hire orientation, or “onboarding” takes a more holistic and process-orientation approach to new hire integration process. From the time a candidate accepts 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.

Contents:

- **Step-by-step process** you can use from the day you make a job offer through the first 90 days
- **Templates** to prepare for your new hire’s arrival
 - o **New Hire Planning Checklist** – all the little things we tend to overlook
 - o **Weekly Planner** – to help you structure the employees first few weeks on the job
 - o **New Hire Partner Program** – a program to help the new employees get to know others
- Process to **Evaluate your New Hire’s Success**
 - o **30-day new hire check up**
 - o **60-day performance check up**
- Lessons Learned / Tips and Tricks

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