



# ENSURING A SUCCESSFUL START

## NEW EMPLOYEE TRANSITION GUIDE

A smooth transition into a new job increases employee productivity and retention. Research shows most employees decide if they're going to stay or go within the first six months, so be sure to make a positive first impression.

### WHAT YOU SHOULD DO AS A HIRING MANAGER

- **Stay informed and involved**

Touch base with your HR professional and the candidate on a regular basis after the tentative offer has been made.

- **Plan for a successful first day**

Arrange for the appropriate workspace requirements (desk, computer, access, etc.) to be in place. Welcome your new employee and introduce that person to your staff and key personnel in your organization. Review the organization chart with the new employee and ensure a suitable staff sponsor or mentor has been assigned.

- **Cultivate a positive experience for the new employee**

Schedule regular meetings with your new employee. Make sure there is substantive work for your new employee to do, and set clear and realistic performance expectations. Provide information on training and development opportunities.

### WHAT HR CAN DO

Your HR consultant will initiate the conditions of employment (i.e., security and suitability), will work with you to establish the start date for the employee so you can plan your Day One activities and requirements, and coordinate the completion of appropriate paperwork and orientation.

### TIPS FOR SHAPING EARLY EXPERIENCES

#### 1. Prepare for Arrival

- Before the new employee's start date, provide the employee with a Welcome Packet which should include information about your organization. Take a moment to add a personal note of welcome to the packet. A phone call from you is also an appropriate way to keep your new employees informed and to welcome them.
- Assign a sponsor/mentor who will dedicate the time to provide important support to the new employee.
- Ensure that office essentials and reasonable accommodations are ready (desk, computer, file cabinet, and supplies).

#### 2. Make it a Good First Day

- Place a welcome note on the new employee's desk.
- Give a tour of the building, the office and essential facilities.
- Introduce key stakeholders, senior leaders, co-workers, and other managers to the new employee.
- Provide a contact list of the office for the new employee.
- Provide information about the organization, including the organization chart, and go over everyday aspects about the job.
- Plan a lunch with the new hire and co-workers.



- Allow some time for the new employee to settle into the office; check in with him or her frequently.
- At the end of the day, be sure to discuss the first-day experience with the new employee and answer questions.

### **3. Cultivation is Key for 90 Days**

- Block out time, especially during the first eight weeks, to meet with your new employee, answer his or her questions, and respond to his or her concerns.
- Explain job responsibilities for the new employee, set realistic expectations, and provide feedback early and often using clear methods for understanding performance objectives.
- Establish a formal performance plan and communicate that you will hold the employee accountable for achieving the goals articulated in the plan.
- Provide meaningful work for the new employee and ensure the assignment is understood.
- Provide timely and constructive feedback on completed work assignments.
- Continue to introduce your new employee to key stakeholders, including staff from other departments and external partners.
- Solicit feedback on the transition process and make adjustments as needed.

Making a transition investment in your employee will pay off. A good transition process accelerates employee productivity, improves performance, and improves employee retention, reducing turnover costs.



---

# TRANSITION CHECKLIST

---

## 1. Prepare for Arrival

- Before the new employee's start date, provide the employee with a Welcome Packet which should include information about your organization. Take a moment to add a personal note of welcome to the packet. A phone call from you is also an appropriate way to keep your new employees informed and to welcome them.
- Assign a sponsor/mentor who will dedicate the time to provide important support to the new employee.
- Ensure that office essentials and reasonable accommodations are ready (desk, computer, file cabinet, and supplies).

## 2. Make it a Good First Day

- Place a welcome note on the new employee's desk.
- Give a tour of the building, the office and essential facilities.
- Introduce key stakeholders, senior leaders, co-workers, and other managers to the new employee.
- Provide a contact list of the office for the new employee.
- Provide information about the organization, including the organization chart, and go over everyday aspects about the job.
- Plan a lunch with the new hire and co-workers.
- Allow some time for the new employee to settle into the office; check in with him or her frequently.
- At the end of the day, be sure to discuss the first-day experience with the new employee and answer questions.

## 3. Cultivation is Key for 90 Days

- Block out time, especially during the first eight weeks, to meet with your new employee, answer his or her questions, and respond to his or her concerns.
- Explain job responsibilities for the new employee, set realistic expectations, and provide feedback early and often using clear methods for understanding performance objectives.
- Establish a formal performance plan and communicate that you will hold the employee accountable for achieving the goals articulated in the plan.
- Provide meaningful work for the new employee and ensure the assignment is understood.
- Provide timely and constructive feedback on completed work assignments.
- Continue to introduce your new employee to key stakeholders, including staff from other departments and external partners.
- Solicit feedback on the transition process and make adjustments as needed.

