



# ONBOARDING TALENT FOR THE LONG RUN

First impressions are key, not only for candidates but also for employers. The start of a working relationship can affect the long-term loyalty of top talent for your organization. Follow the checklist below for the successful onboarding of a new employee.



## Ensure their workspace is ready

Make sure their work laptop or computer is ready and IT has included all hardware and set up their email and network. Make sure they have a phone, extension and a list of office numbers.



## Create a welcome schedule

Include information on all amenities and office rules. Outlining details about the company and culture is also helpful. Get them excited about your organization and what is to come.



## Create a checklist

Be sure to include all meetings and onboarding activities they must complete within the first day or week, with full instructions on how to proceed.



## Introduce them to the team

Be sure to introduce them to the entire team on their first day. If some members are not present, schedule additional meetings and have the current employees reach out.



## Designate a point of contact

Always have one point of contact available to answer any questions or concerns they may have. This is necessary on top of the welcome schedule and checklist.



## Set up a meeting with an executive

Having an executive meet with them shows leadership and commitment to a new employee. Executives can also share key insights to build a long-term partnership.