

# Welcoming, Onboarding & Announcing Your New Hire

Now that you have a new member joining your team, it is important to welcome and guide them through the onboarding process and transitional period successfully. Here are a few tips we recommend:

## Welcoming Your New Employee

Welcoming your new employee makes a big impact on them. It is a way to ensure that the new employee feels included, comfortable, and appreciated coming into a new work environment. One way to stand out welcoming your new employee is to send a short welcome video. This welcome video does not need to be a full green room setup but as small as a quick phone recording that is texted or emailed to the new employee. This video shows your appreciation for them joining the team and can demonstrate how excited you are for them to be joining.

*Click the video below to watch a welcome video example.*



## Announcing Your New Employee

This can be as simple as sending out an email to the team letting them know the new employee's name, title, and start date as well as who they will be reporting to. You may also choose to include a few details about this person so that existing team members have the opportunity to start conversations more easily to make them feel welcome. We've even linked a few templates on our website to help you get started!

- **Announcing to the team:** *2 weeks prior to start date* - This should be a in depth announcement to the team or immediate coworkers that will have daily interaction so they are aware of the new member joining their team and understand what capacity in which they will be working.
  - [Click here for a template and example](#)
- **Announcing to office:** *1 week prior to start date* - Companywide announcement so that the rest of upper management as well as the supporting staff become aware and are available for any support that might be needed in the onboarding process.
  - [Click here for a template and example](#)
- **Announcing to the industry:** *On their start date* - Share their name and their new title with your company along with their experience background to the world on LinkedIn. This can help solidify to your new hire that you are committed to mutual success and excited to have them on the team.
  - [Click here for a template and example](#)

## Onboarding

The initial days and weeks of a new opportunity can set the stage for how an employee immerses themselves into their environment.

A few tips of helpful advice include:

- ❑ Begin Prior to Arrival – Ideally 2 weeks in advance, have all paperwork, work stations, policies and procedure handbook, tech, and the first week’s training schedule ready.
- ❑ Find Early Success – Make sure that first assignments lead to success, even if it is assisted. This will help your new hire feel like they can get into the swing of things and feel confident in their ability to contribute openly.
- ❑ Create a Social Network – help new employees feel they belong, and do so quickly. Up to 20% of employee turnover happens in the first 45 days so fostering a positive workplace culture will be crucial.

Details should be shared with your recruiter after the onboarding process takes place. Stepping into a new role can be challenging and uncomfortable especially if this is a replacement of a previous employee. Scheduling a meeting creates an opportunity for two-way feedback/communication and ensures a greater success rate transitioning new employees on to the team.

