



NEW HIRE CHECKLIST

SUGGESTIONS TO HELP YOUR NEWLY HIRED STAFF MEMBER FEEL WELCOME AND TO IMPROVE THEIR EARLY PRODUCTIVITY

We have found that, during the first several weeks of a new position, both the employee and the employer can be anxious and frustrated. New employees can be uncomfortable with the inability to work independently as they learn their position. The company is eager to have a productive employee but must first train them. These normal frustrations do not mean that the hiring decision was wrong. Most issues can be resolved if dealt with early in the process, and most frustrations diminish naturally after a few weeks.

Following are some recommendations that should ease the transition, and, in turn, reduce costly turnover. Please feel free to adapt this list into a new hire procedure specific to your company's situation if you wish.

Prior to the first day:

- _____ Prepare the employee's office and fill the desk with supplies.
- _____ Make the receptionist aware of the new employee's name for a proper welcome.
- _____ Inform your entire staff of the new hire, including a bit about his/her background and the position that will be filled at your company.
- _____ Develop a training schedule, and include who will be responsible for training.
(A committed training schedule helps your new hire become productive faster.)
- _____ Provide a welcoming gesture such as a note, company mug full of candy or a plant.
- _____ Prepare company policies and forms that require a signature.

First Day:

- _____ Designate a key employee as the new employee's official greeter and mentor for the first two weeks to insure a smooth transition.
- _____ Insure the new employee is aware of their scheduled lunchtime and the location of nearby, or in house, lunch facilities. Also, make them aware of the policy for taking breaks.
- _____ Explain the new employee's training schedule.
- _____ Schedule a time to go over company policies and payroll information.

First Two Weeks:

- _____ Check daily with new employee to answer any questions they might have on company policy or training.
- _____ Call Riverside Personnel with **any** concerns or questions.

End of Second Week:

- _____ Sit down with new employee and ask how the training has been going, what they have learned, answer any questions or concerns, and encourage feedback.
- _____ **Call Riverside Personnel at 951-788-7900 with any questions or concerns.**