

Recruiting people who are changing the world through cutting edge technology.

The on-boarding process is absolutely vital in getting your new hire off to a flying start. The actual process of on-boarding begins much earlier than people realise; from the moment they submit their CV, through interview and offer, to their induction and probationary period.

The service that a new hire receives from the company throughout this recruitment process, will go a long way to establishing trust and will create a strong foundation for the working relationship moving forward.

### What should I provided during the hiring stage?

You should consider presenting a clear job descriptions to any potential new hires, as this will form part of your employment documents, and will be the basis of which they will accept an offer. If you are unsure of how to write a job description, please refer to our [Hiring Process – Writing Job Descriptions PDF](#).

### What preparation can be done before the employee starts work?

Many companies wait until the employee starts work before presenting them with information on the company's practices, which not only can be overwhelming, but can take the shine off starting a new job.

Instead, we would suggest presenting your new member of staff with an induction pack about a week or so before they are due to start. This provides them with an opportunity to familiarise themselves with your organisation before they join, leaving day one free for them to discover the more practical elements of the job.

### What is usually included within an induction pack?

Larger organisations usually have in depth induction pack, but at the very least you should provide information on the following:

- Overview of the company, including history, an Org Chart, services, products and pricing etc.
- Key contact details such as; Directors, HR Reps, their Line Manager and other team members etc.
- Details of their individual training / on-boarding program, and what they can expect on their first day, week, month and during their probationary period
- Schedule of review meetings
- Health & Safety, holiday, sickness, dress code and expenses policies
- Locations of work and working hours
- Further support offered to staff
- Details on where to access further resources

### Do I need an on-boarding checklist list?

Whilst it is not necessary to have a check list, we would recommend it, to ensure that you have conveyed all vital information to the new employee.

Below we have provided you with our quick guide check list.

### Quick Guide Check List

#### Pre-Employment:

- Offer letter, terms of employment, company handbook and job description sent
- Start date set and induction booked with HR / Line Manager
- Induction pack sent

#### Day One

- Meet and greet with relevant members of the team
- Company's main goals communicated
- Tour of the building, including emergency exits, facilities and break out areas
- Demonstration of internal systems
- Appoint a 'buddy'(someone who your new employee can refer to or shadow)
- Signed documentation, photo ID and work visas taken
- Quick overview of main company policies
- How to access further information and resources

#### Month One to Month Three (and beyond)

- Week one catch up meeting booked, and KPIs set for coming weeks / months
- Regular review meetings booked
- Training courses booked



### How can I get further assistance?

Our recruitment consultants are on hand to discuss your hiring needs, then introduce you to candidates, who we feel would suit you. Contact us now on 020 8123 7769 or email [rod@resourceondemand.com](mailto:rod@resourceondemand.com) and one of our team will be happy to help.

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