

# THREE WAYS TO WELCOME A NEW EMPLOYEE

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There's no denying the value of first impressions when incorporating a new hire into your team. 'Onboarding' – the term used to describe welcoming a new employee and acclimatising them to your workplace culture and systems – can have a serious impact on employee retention. Unfortunately, a sub-par onboarding process can spark insecurities in your new hire and see them start their position on the back foot.

Here are three ways to ensure your fresh recruit's first few days set the stage for a long-term working relationship.

## **1. Prepare a workstation**

There's nothing more unsettling when starting a new job than realising you don't have a place to work. That's why preparing a workstation for new employees and equipping them with a computer, ergonomic chair and stationery are key to making them feel as though they belong. If possible, organise this before their first day. Creating space for your new hire to excel can see them better placed to hit the ground running.

## **2. Organise a team lunch**

Often, your team's ability to work together hinges on their sense of connection and camaraderie, and introducing a new team member to the mix can throw this dynamic off-balance. Organising a team lunch for your new hire can get them better acquainted with their colleagues and go a long way towards easing their nerves. This will make it easier for them to communicate with teammates and tackle problems as soon as they arise – factors that bode well for targets and productivity.

## **3. Match your new hire with a mentor**

If possible, pairing your new hire with a mentor is a good way to show them the ropes. Knowing there's a colleague who can help address questions and steer them through initial challenges, who's not their manager, will help them gradually build confidence. Of course, this doesn't mean HR or their manager forfeiting responsibility for their training or for addressing any problems they may have. Ensuring you're frequently following up with them and making it clear you're available to answer questions can help them feel supported. A mentor can also play a large part in the official induction for the new employee, providing insights into company background and culture, who's who in the organisation and any formal policies and procedures.

Whether it's hosting a team lunch for your new hire or providing them with access to the equipment they need, making the right moves in the early days of your employee's tenure can empower them to do their job to the best of their abilities.

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