



Onboarding

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Starting a new position is one of the most traumatic events a person can go through, research shows it ranks up there with divorce and death of a loved one. To make sure your new employee gets off to a good start, we recommend you use an "ON BOARDING" process. The world has changed, companies are realizing how important their employees are and are making concerted efforts to hold onto employees.

If your candidate is currently employed **you can count on their current employer doing everything in their power to hold onto them.** The current employer will be considering and possibly making counter offers, they will be reminding them of their potential career tracks and possibly making promotion offers now, they will be winning and dining them. All this in an effort to get them to stay.

If your candidate is unemployed or actively looking there is a good chance that they have more than one offer now or another offer will be made during this time.

You can help us prevent the success of any of these efforts. Stay in touch with them during this crucial time period. Many companies have implemented some of the following policies for this intermediary time period. **Look over this list and see if any of these can be done.**

- Go out to lunch or dinner with them during this two week period.
- If you have a company newsletter, have the person who writes it call them up and interview them for a spotlight in the next newsletter. Again do this during the two weeks not after they start.
- Order their business cards now, call them up and find out how they want them done, spelling, etc. Have the cards delivered to their house.
- Invite their input on projects you are working on now. These can be pivotal ones they will be working on when they start or current projects of yours.
- Invite them to any company events that might be taking place.
- Make them feel a part of the company NOW, before they start.

Most important: Stay in touch with them during this two weeks

Also, a new trend is for companies to stay in touch with former employees during their first 8 weeks on a new job. They take advantage of the uncertainty during an employee's first few weeks.

We suggest:

- Make sure they have a computer, email, log ins, passwords, etc. their first day so they feel like an employee right away.
- Make sure there is a training program in place to ensure they get up to speed on responsibilities, expectations.
- Make sure they form friends; have co workers take them out to lunch one at a time over the first few weeks. Schedule it, make sure it happens.
- Make sure they have plenty of face to face time with their supervisor and use that time to listen to them on culture differences, problems, etc.
- These are all strategies that increase the likelihood that this person starts and then stays with you during this period of time.



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