# A Step-by-Step Guide to Improve your Employee Onboarding

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As everyone knows, the first impression is the one that sticks. Because of that, it is important to structure your employee onboarding thoughtfully. This eBook has been designed to walk you through a new hire's journey and help you manage all necessary steps to give your new employees a great impression.
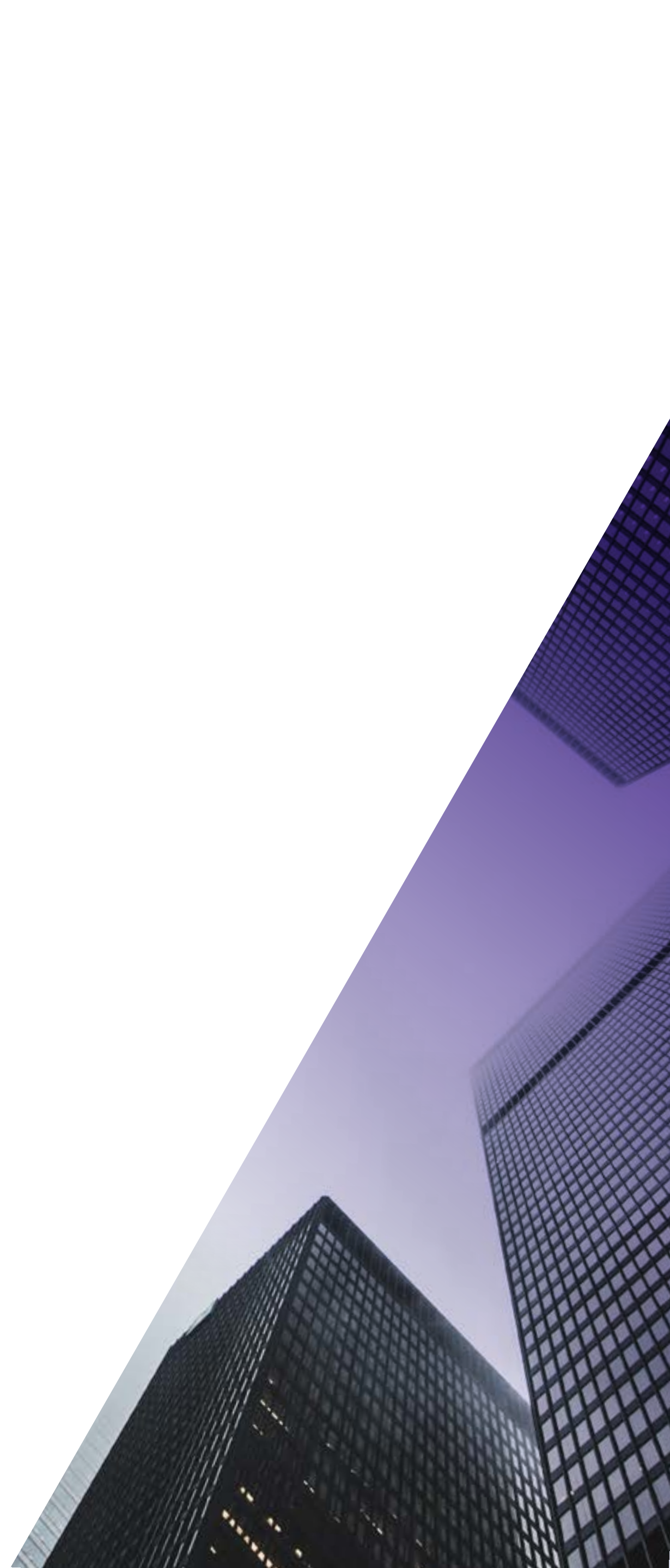
First things first: streamline your process

A successful onboarding process has the following goals:

> Enhance productivity
> Increase retention
> Make the new team member comfortable
> Save money

It is best to build a process that is standardized and planned. Imagine the following scenario: it's your first day at a new company and the HR department didn't have all of your documents ready, your colleagues don't know what you're doing there and you can't find someone to help set you up your work station.
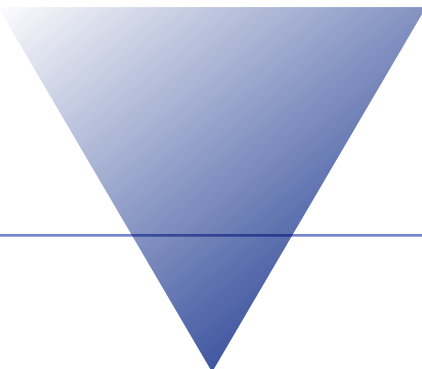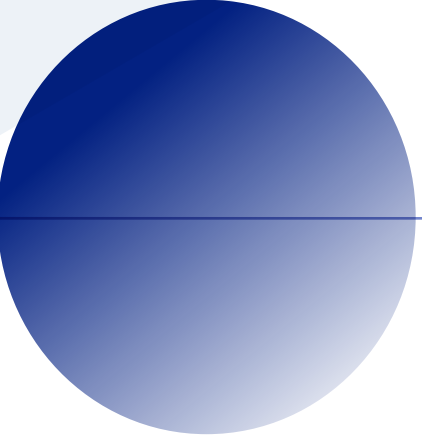
A poorly executed employee onboarding is one of the most common reasons people quit their jobs in the first 90 days. And that's perfectly understandable— if you don't feel welcome and empowered to carry out your responsibilities, you'll want to find somewhere else to work.

Now it's time to make it flow

It is important to keep in mind that the employee onboarding process isn't merely about paperwork and introductions. A new employee's first days are an opportune time to immerse them in the company culture, make them feel comfortable and walk them through their first tasks.

To help you through this process, we prepared a timeline that encompasses the period before the new employee arrives until their first month in your company. Let's get started!
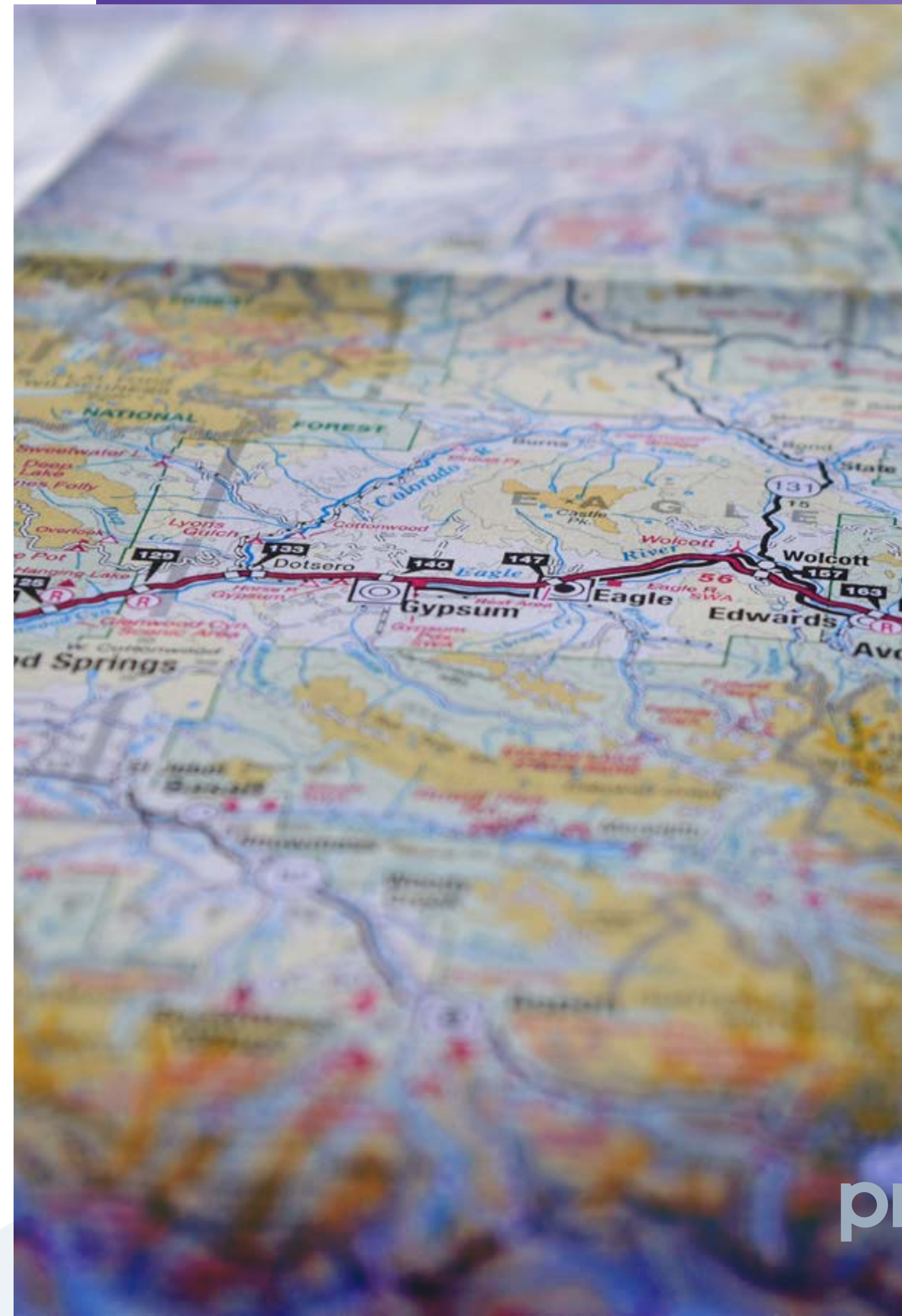
Before the new team member arrives

This is the moment to prepare everything they'll need. Not only will you need to gather all their information, you will need to provide details to everyone that will be in touch with the new hire during their first couple of weeks.

Make sure that the IT and facilities departments are all aware of the new employee's upcoming arrival and to provide all items they'll need to do their jobs such as computers, peripheral devices and software, access and email addresses are essential. Also, don't forget to get their desk or workstation ready for use.

Having their name displayed along with some company materials will provide a warm welcome.

The first day

On your new employee's first day, it's important to give them all the knowledge they'll need to have a great journey in your business.

It's the moment to:

> Sign all the paperwork;
> Give them a tour in your office, introducing them to other departments, showing them where the manager's office is and helping them to locate the printer, bathrooms and the coffee pot;
> Use this moment to also explain the office's rules for the kitchen and other common areas;
> Set expectations on what they're going to need to deliver in their role. Make sure they understand their responsibilities clearly;
> Acclimate the new employee to the company's culture and its acceptable and unacceptable behaviors.

Encourage the team to be specially warm and welcoming during this day. Doing things like taking the new employee out for lunch, or inviting them for a coffee are amazing ways to make them feel good!

During the first week

Be sure hiring managers understand the importance of one-on-one and team meetings. A team meeting should be held in the first week, so everyone officially meets each other, and roles are well defined from the start.

The first week is also the ideal time to give new hires their early assignments, which can be followed by close feedback and evaluations later. And managers don't have to wait for the employee to ramp up before giving feedback. Use weekly one-on-one sessions to set the tone early and help them succeed sooner.
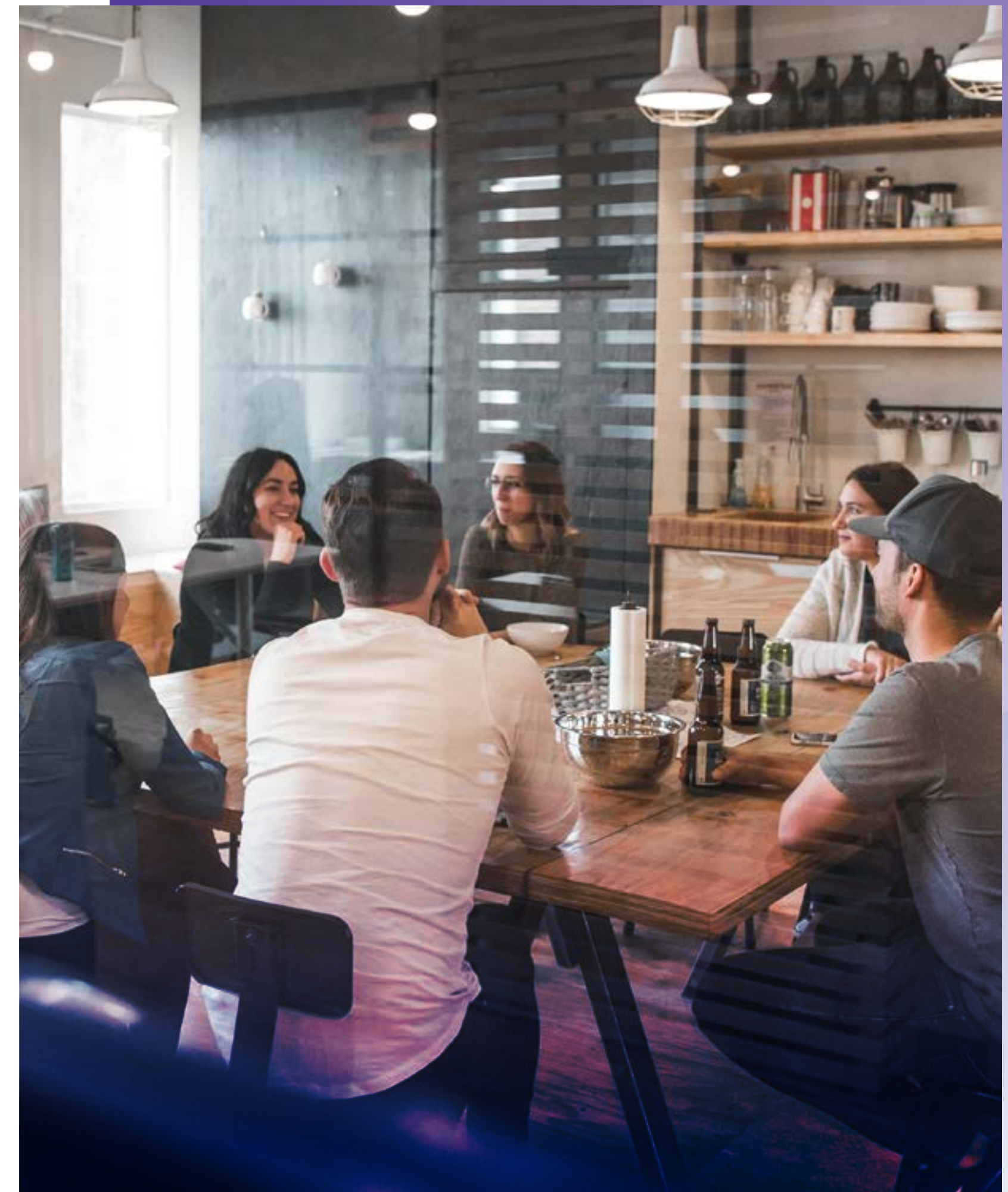
The first month

This time is crucial for retention. In the first 30 days, it's important to align the new employee's goals with their new position and keep them engaged.

Keep doing 1:1 sessions and ask how they're feeling, what they expect from their role and encourage them to be open and straightforward with you and the team.

Another nice action is to build a mentorship program in which the new employee receives continuous and direct help from senior members of the team. It could be another 1:1 meeting, a series of workshops or even offsite activities—whatever helps the new employee ramp up faster and completely aligned with the team and the company's culture.
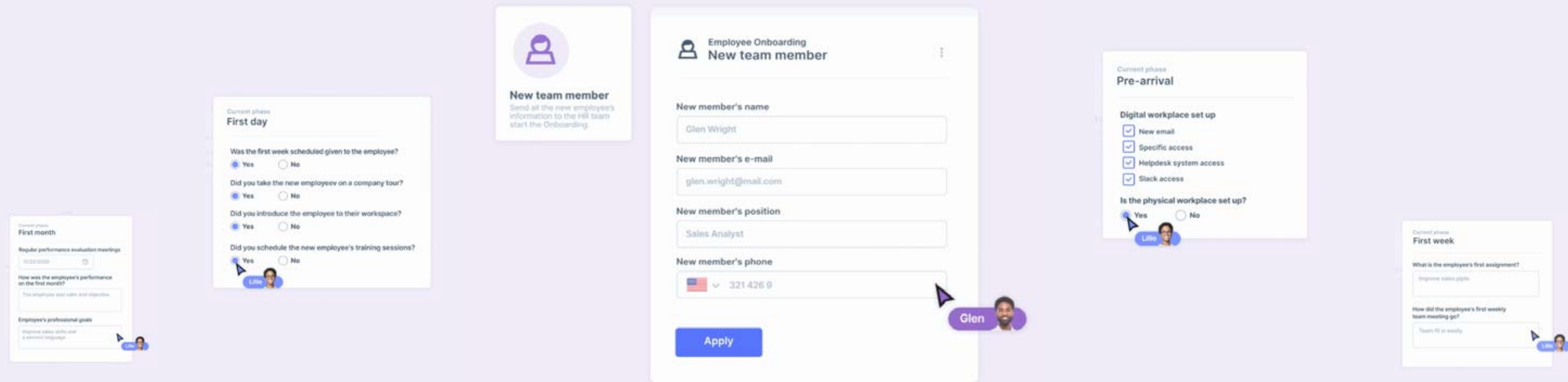
Manage your Employee Onboarding Process with Pipefy!

Pipefy is the Work Management platform that empowers do-ers to easily organize and control their work in a single place. It allows anyone to streamline and automate any business process on their own, resulting in outcomes of higher quality at a faster pace.

With our platform, you can have a complete view of every step of your process, making sure that everything is done correctly and on time.

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Learn how Pipefy can help you build a connected and efficient HR department