

# ONBOARDING



When a candidate commences a new role, it is an exciting time and represents a new beginning for them. They will be optimistic, excited and ready to start on their new journey. We have outlined a few key steps to ensure the onboarding process makes them feel their enthusiasm is warranted.



## **1** THE IMPORTANCE OF THE ONBOARDING EXPERIENCE

The onboarding experience is the final but perhaps most significant part of the recruitment process. Far too often, engaged, motivated and highly qualified new employees are brought in only to leave soon after due to a perceived lack of support and mentorship and disappointing levels of engagement with their manager or team members. When a candidate accepts a new job, it is often a rebirth or renaissance for them and the onboarding experience should add to this sentiment.

Here are a few basic tips for optimising the onboarding experience:

### **✓** STAY IN CONTACT UP UNTIL THEIR FIRST DAY

Check in with your new hire before their start date and reiterate to them how excited you are for them to commence working with the organisation. We recommend you catch up for a coffee to go over some practical areas such as dress code, working hours and what they should expect on Day 1. This adds a personal touch and makes them feel welcome and valued.

### **✓** INTRODUCE THEM TO THE WIDER TEAM

On their first day once they have met their team and started within their role, we recommend providing them with a workplace schematic with the names (and ideally pictures) of their co-workers and the management team so they will quickly come to know who is who. It is also helpful to introduce them to people in other areas of the organisations that they will regularly work with but who are not in their immediate team. Doing this can provide your new hire with a broader picture of your entity and how it is run. If your team is catching up for a social occasion, inviting your new employee to join is a positive way to start integrating them into the team and a nice way to break the ice.

Making a difference to the people making a difference

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## HAVE EVERYTHING ORGANISED FOR DAY 1

We recommend that you are just as prepared as you expect your new hire to be! It is crucial to get the basics right and ensure that their work station, IT requirements, email, passwords etc are all set up and that they have access to everything they need. Try to make your new employee's first day as engaging as possible. We highly recommend you create an onboarding checklist that can be used each time you induct a new employee. Being proactive and prepared for a new starter has numerous benefits and it sets the tone and tempo from day 1. Always remember that a positive onboarding experience enhances retention rates and increases organisational morale. **Good luck!**

The team at Curamoir Healthcare Recruitment are always here to assist with any aspect of your job search. Just drop us an email or give us a call to discuss how we can help.

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