

BEFORE THE FIRST DAY

You should establish communication with new starters before their first day. This will help them feel like they are a part of the team and makes the first few weeks less stressful and intimidating.

- Send an initial welcome email to the new hire, with details about their start date and essential information.
- Follow up your welcome email with additional email communications that cover topics such as:
 - Expected dress code.
 - Start date reminder.
 - Parking information.
 - Schedule of their first day at the office.
 - What they should bring with them to work.
 - Inform the new starter of any apps or tools they will be using that they will need to download before their first day; e.g. a payroll or time and attendance app.
 - Optional: Information on organisational culture or other helpful information for understanding your office.



Did you know? You can set up email templates to automate the above welcome emails to new starters through Scout Talent :Onboard. Want to learn more? [Click here to ask us how you can get started.](#)

- Connect with the new hire on LinkedIn.

ORGANISE AND STREAMLINE THE PAPERWORK

Some of the important documents that you should send to the new hire include:

- Employment contract.
- Position description.
- NDA (if applicable).
- Tax file number declaration.
- Superannuation fund details.
- Banking details.

Scout Talent :Onboard is an onboarding and paperwork tool that can be used to identify, send, store, and track the status of all important paperwork needed to induct a new employee.

Click below to learn how :Onboard can support your organisation's talent acquisition process.



**Simplify and automate the
onboarding process
with :Onboard.**

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REITERATE YOUR VALUES

Your new hire will have learned about your organisation from their own research during the recruitment process. But now that they are on board as an employee, you should properly introduce them to the values and procedures they will be expected to uphold.

- Walk through your values in detail.
- Allow new starters time to review your employee handbook (if applicable).
- Give examples of people demonstrating the organisation's values.
- Discuss any flexible hours and break policies.



Tip:

Create customised e-Learning courses to help new team members familiarise themselves with this information.



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Elevate your L&D strategy with Scout Learning's combination of a learning management system with specialist support.

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MAKE INTRODUCTIONS

Making introductions during onboarding leads to better connections between both new employees and existing employees, and helps to make everyone feel more comfortable.

- Introduce the new hire to their direct team and manager/s.
- Tour them around the office to introduce them to the wider team.
- Ask the leaders of each department to make time to introduce themselves to the new starter and explain what their team does.

CONNECT THEM WITH THEIR BUDDY

Introductions are important. Finding new starters a buddy to help them settle into the workplace is even better.

- A few days before the new starter arrives, ask for a volunteer to be their buddy for their first few weeks.
- Introduce the new employee to their buddy.
- Encourage them to exchange workplace contact information.
- Get each buddy to arrange a time and private space for them to connect with their new starter; also encourage them to set up weekly meetings for the new starter's first month.

INTRODUCE YOUR L&D PATHWAYS

Studies have shown that employees will take a pay cut if a role provides career growth or learning opportunities – which is why introducing your L&D pathways early is important.

To best support and deliver L&D pathways, you should:

- Enrol the new starters in any necessary training, compliance courses or seminars.
- Show new starters how they can find and enrol in further training or courses.
- Develop learning and development plans that help new starters achieve their goals.
- Encourage new starters to schedule time for learning.



Need an LMS to support your L&D strategy?

Scout Learning combines a customisable learning system with specialist support to help drive your L&D strategy.

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HELP THEM FIND EVERYTHING





It's estimated that an employee will take 6 months to a year before they're working at high efficiency, and a big part of that is because of time spent simply finding out where things are.

Reduce this period of adjustment by helping new starters learn where tools and items can be found – by the time they have completed onboarding, they should know where these can be found:

- Stationery supplies.
- Bathrooms.
- Break rooms and/or alternative lunch seating.
- Meeting rooms.
- Computer supplies, such as chargers, wireless keyboards and mice etc.
- Any relevant passwords.
- A phone list (if applicable).
- A list of people within the organisation who are responsible for certain tasks (e.g. who is responsible for ordering stationery and groceries, the fire warden/s etc.)




GET TO KNOW THEM

Nurture a sense of belonging in your new starters by getting to know them in an environment where they are more comfortable being themselves and aren't 'performing'.

-  Schedule time outside of the office during the first week; a lunch hour works well for this.
-  Find out if there are any dietary restrictions.
-  Find a lunch spot, coffee shop, or other area with space to chat.
-  Put this on the employee's schedule in advance and let managers know that this time needs to stay available.

HAVE A CELEBRATION

Once the orientation portion of the onboarding process is complete, it's time for a celebration! Celebrating new starters is something everyone in the organisation can look forward to, and further fosters a feeling of belonging.

-  Send an organisation-wide calendar invite.
-  Plan food or games.
-  Allow for time to mingle afterwards; this will give the new starters time to reacquaint themselves with people they've met earlier in the week.

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talent acquisition platform that
can support your organisation's
strategic growth



CHECK IN OFTEN

Onboarding is an ongoing process – and it's especially important to stay proactive in the first few months. Examples of ways you can check in with the new starters include:

- Ask new starters if they have any feedback about the onboarding process.



Did you know? You can use Scout Talent :Onboard to create and schedule the above as an email template.

Want to learn more? [Click here](#) to ask us how you can get started.

- Run regular organisation-wide employee engagement surveys and make note of new starters' responses.
- Ask them after their first few weeks if they feel like they understand the workplace culture and people.
- Check how their weekly buddy meetings are going.
- Make sure they know you are there to support them, and let them know what options are available in terms of support – e.g. Employee Assistance Programs, mental health leave, leaders they can speak to etc.

Tip:

Be seen as an Employer of Choice by highlighting the above in your Employee Value Proposition (EVP)

Want to have the right people come to you?

Articulate your EVP and build a strong employer brand with a Scout Talent Employer Branding Project.

Get in touch