# PAYROLL SOLUTIONS

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When it comes to taking on a new position with a company, it means a whole new set of emotions. Much like a rollercoaster, for many. Those individuals who once had interview jitters are now experiencing nerves relating to a new day at a new company. What are they to expect? Will they fit in? Do they have all the documents they need for their first day? Now, it's not just the new hires that are nervous – managers tend to get nervous wondering if the new employee will work out. One way you can help to facilitate a positive hiring process is to have a strong onboarding plan in place. This allows managers to rest easy as they meld their new employee into the existing team.

DONNA BILLHORN
DIRECTOR - PAYROLL SOLUTIONS

THE FIRST
FEW DAYS AND WEEKS ARE IMPERATIVE
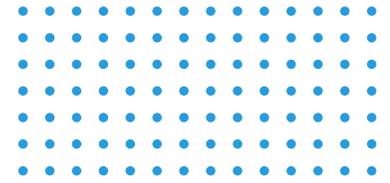
to the new hire's experience and will set the bar for their satisfaction - not only for the position that they accepted, but the company. This is the company's chance to make its first impression and make it count. This is where a successful and well thought out onboarding plan comes into play. By doing so, this helps your new hire to retain their enthusiasm for the position and company, as well as relieve managers and increase productivity and profits, by virtue of happy employees and managers. We've gathered some tips to make the new hire transition smoothly into their new role within the company.

PREP, PREP, PREP.
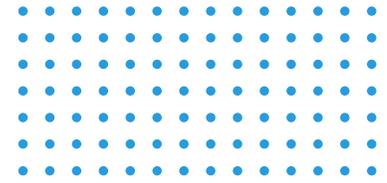
We can't emphasize this enough. Have you ever showed up to a new job and your email isn't set up? Or maybe it is but you don't have an email signature? No phone at your desk? No Microsoft Teams on your computer or maybe you just aren't set up to log in to it? This is not okay. This puts a bad taste in the mouth of your newest employee. When they come to work the first day, they need to have their desk, computer, phone, email, and other tools ready to do their job. This puts forth the impression that they're valued by their new company. You want to make sure that they have what they need to hit the ground running and they're not having to hunt down sticky notes, pens, or other IT staff to provision their desk space.

Have some online options for orientation. There's nothing worse than leaving your new employee in the toasty conference room, isolating them from their new colleagues. If you've created an online orientation, you can utilize your company's intranet to store the videos. This way, your new employee can sit at their desk and get to know their new teammates while learning about company policies, procedures, and values. This also give managers the chance to do a walk-through of the office and for other employees to offer a warm welcome to their new teammate.

That brings us to our next point- make sure that management is available for the first week or two. New employees tend to ask a lot of questions to become more acclimated with their environment and the expectations, even if they are experienced professionals. Having management available helps the new hire navigate their new position. If management is tied up in meetings or traveling…or simply too busy, it leaves the new hire feeling disconnected and gives them the impression that you don't value the time of others; because why would you hire someone and ghost them? We're not dealing with dating apps, here.

There's nothing more that helps to boost the new employee's morale than by giving them meaningful tasks on their first day of work. One of the worst parts of a new position is when you must fill out a binder full of paperwork and be told to review the never-ending handbook. It would be beneficial to all parties to send all forms and the company handbook to the new hire prior to their first day. Why kill all that time going through all that information, when the employee is probably so excited to start their new position, then they're weighed down by boredom over forms and policies. They can complete all required documentation ahead of time and bring the required paperwork with them on their first day.
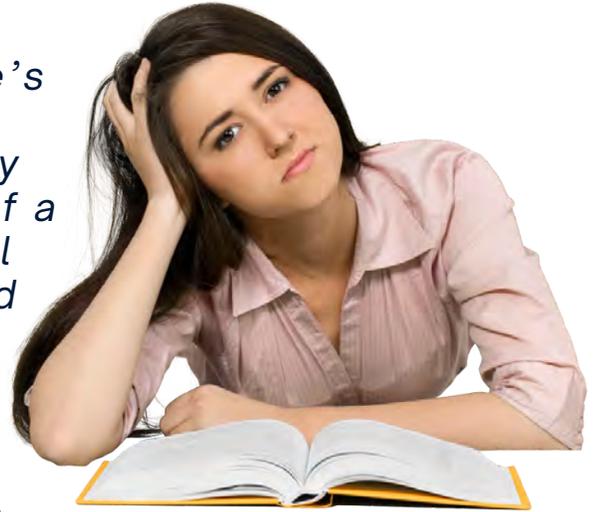
Lastly, consider having a mentor team as part of your hiring process. While a mentor doesn't replace a manager, a tenured colleague can help the new hire get acclimated to their new position and what is expected of them. Typically, a mentor is available for the first 90 days and can help the new employee adjust to the company culture.

By implementing these processes, you're sure to reduce the stress of a new employee for everyone involved. Payroll Solutions has software that can make your hiring and onboarding smooth sailing! Contact us today, to see how our platform can alleviate the complexities of hiring.