



HAROLD PATRICK RECRUITMENT

Manufacturing & Renewable Energy

Onboarding New Employees

Preparing for Day One

- Set Up Workspaces: Ensure the new hire has a functional workspace, including a desk, computer, phone, and necessary software.
- Provide Access to Systems: Grant logins and access to company systems, email, and communication tools.
- Prepare Paperwork: Have employment contracts, tax forms, and benefits enrollment ready.

Welcoming the New Employee

- Assign a Mentor or Buddy: Pair the new hire with an experienced colleague to help with onboarding.
- Give a Warm Introduction: Announce the new hire to the team and organize a welcome meeting or lunch.
- Provide a Company Overview: Explain the company's mission, values, structure, and key contacts.

Training & Integration

- Job-Specific Training: Provide training sessions tailored to the employee's role.
- Set Clear Expectations: Outline job responsibilities, performance goals, and evaluation criteria.
- Encourage Early Contributions: Assign manageable tasks early on to boost confidence and engagement.

Ongoing Support & Engagement

- Schedule Regular Check-Ins: Have weekly or bi-weekly meetings during the first few months.
- Gather Feedback: Ask the new hire for feedback on their onboarding experience.
- Promote Growth Opportunities: Introduce career development programs and training sessions.