

As the old saying goes, “You never get a second chance to make a first impression.”, and your company only has one first day with each new hire. Studies show that companies with a strong onboarding process improve new hire retention by 82% and productivity by over 70% (Source: “The True Cost of a Bad Hire,” Brandon Hall Group). When a company is organized, thoughtful, and consistent with onboarding, it shows! New hires will feel as if their arrival was anticipated and are more likely to positively engage from day one. Consider implementing ways to make their first day memorable and exceed all expectations.

FIRST DAY CHECK	
Office Tour/Meet and Greet	When your new employee arrives, be ready to welcome them! Starting the day with a brief tour of where they will work and who they will work with, is a good place to start.
Introduction to the company	On the first day, consider sending out a companywide email introducing your newest team member. Include their picture, title, department, and something unique or personal about them using questions answered from the *Employee Snapshot template. You might also consider posting this on your company’s social media page or anywhere that might make the employee feel welcomed and valued.
*New Hire Orientation	If you haven’t developed a New Hire Orientation process yet, use this guide to get you started.
New Hire Paperwork	New Hire Paperwork is a big part of the first day. Required forms include: <ul style="list-style-type: none"> • Form I-9 • W-4 • E-Verify (if you are enrolled) For questions regarding the new hire paperwork process with Helpside, contact your Client Success manager or Payroll Specialist.
*Toolkit: I-9 Compliance	Form I-9 can be confusing. This toolkit serves as a quick reference guide and provides training. If you are still stumped, please contact us directly at humanresources@helpside.com .

*Highlighted items are Helpside tools that can be found here: <https://www.helpside.com/hr-onboarding-library/>