

Many companies approach onboarding as something that stops when the paperwork is signed and the employee’s first week is complete. In reality, if the end goal is to retain top talent, then onboarding is just getting started. Recent studies suggest that nearly 90 percent of new hires make their decision to stay long-term sometime during the first six months of employment (*2009 study by the Aberdeen Group*). The first month, therefore, is a critical period of engagement to help the new hire understand and begin to embrace your company’s overall vision, mission and values. It is also the time to solidify the job duties, policies, and procedures entailed in their position. Providing training and opportunities for regular feedback are especially critical during months one to three.

FIRST MONTH CHECK	
Meeting with the CEO or Top Executives	<p>New employees want to understand how their role fits into the bigger picture. We suggest setting up a meeting with the CEO or a member of the executive team for all new hires within their first month. Top leadership can provide powerful insight into a company’s core values, vision, and mission while helping new hires understand their importance within the organization. Consider covering the following:</p> <ul style="list-style-type: none"> A Brief History of your company Explain your company’s mission, vision and values An introduction to key leadership Present a short industry overview Highlight your company’s current goals Explain how each new hire fits into the bigger picture
*Supervisor Check-in: 30-60 Days	<p>As time progresses, so should the questions asked during a Supervisor Check-In. These regular one-on-one meetings will provide your new hire with an extra avenue for addressing any concerns or challenges with their training. Also, you will be able to gauge their progress and gain valuable feedback to use in order to keep them on track. Most importantly, this is a perfect time to provide positive encouragement and recognition to your new employee. Tell them what they are doing well!</p>
Meet to review: Policy, Compensation, and Benefits	<p>Consider checking in with your new hire regarding company policy, compensation, and benefits sometime after the first month. Some topics to review might be:</p> <ul style="list-style-type: none"> PTO, sick leave, time and attendance, paid holidays How to ask for or schedule time off Pay cycles and who can help answer any questions regarding pay When and how to sign up for available benefits including supplemental and retirement plans Take time to answer any other general questions that come up
*Onboarding Survey	<p>At this point in the onboarding process, consider having new hires complete an onboarding survey. Use this feedback to further refine your onboarding process and to identify areas of improvement.</p>

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