

SAMPLE GUIDE
SNEAK PREVIEW

ONBOARDING & ORIENTATION

How-to-Guide

How to On-board New Employees
Successfully

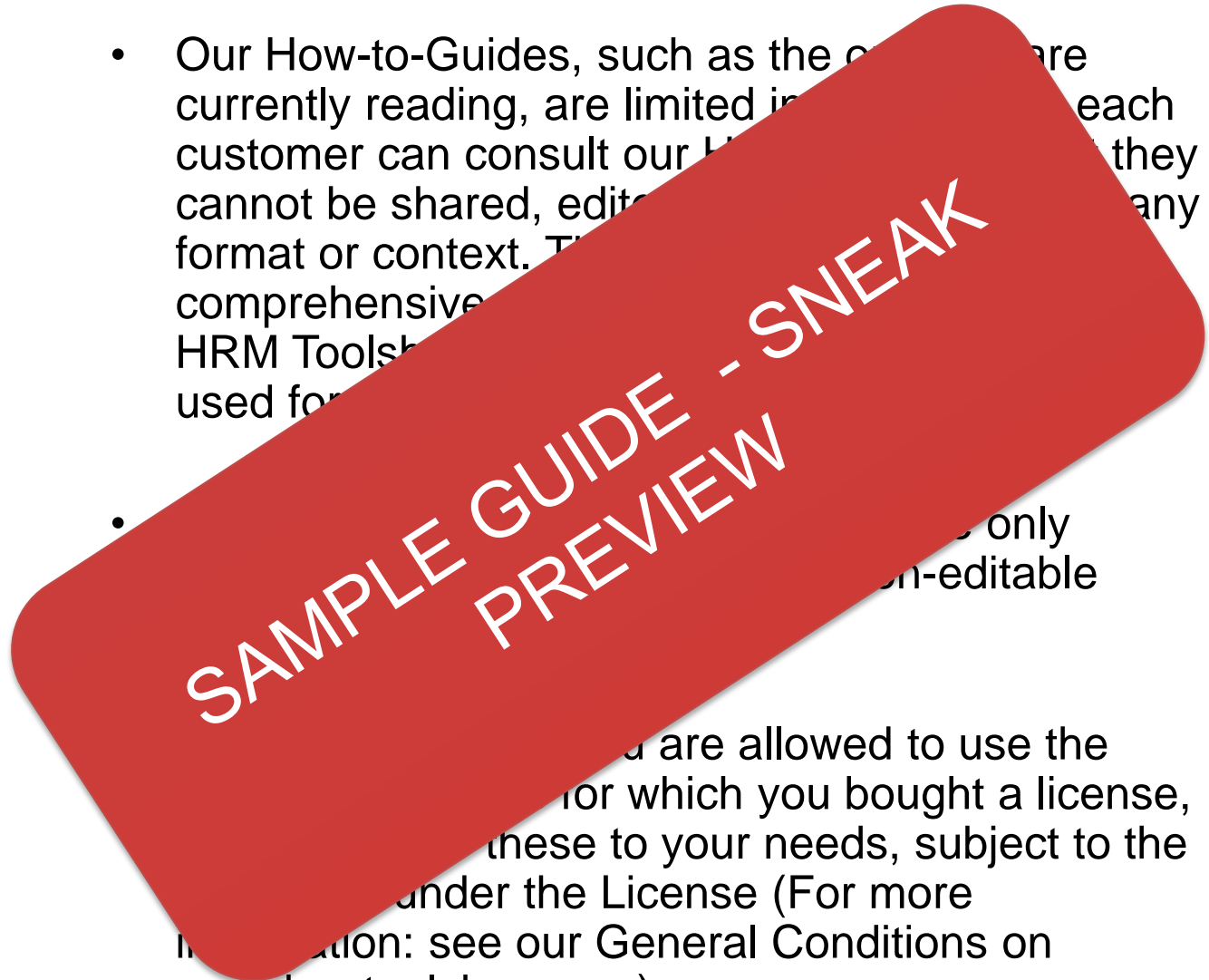


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HRM TOOLSHOP



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- This Guide is part of the ON-BOARDING & ORIENTATION TOOLKIT which helps you to organize the initial onboarding in a professional and efficient way.

- In the ON-BOARDING & ORIENTATION TOOLKIT

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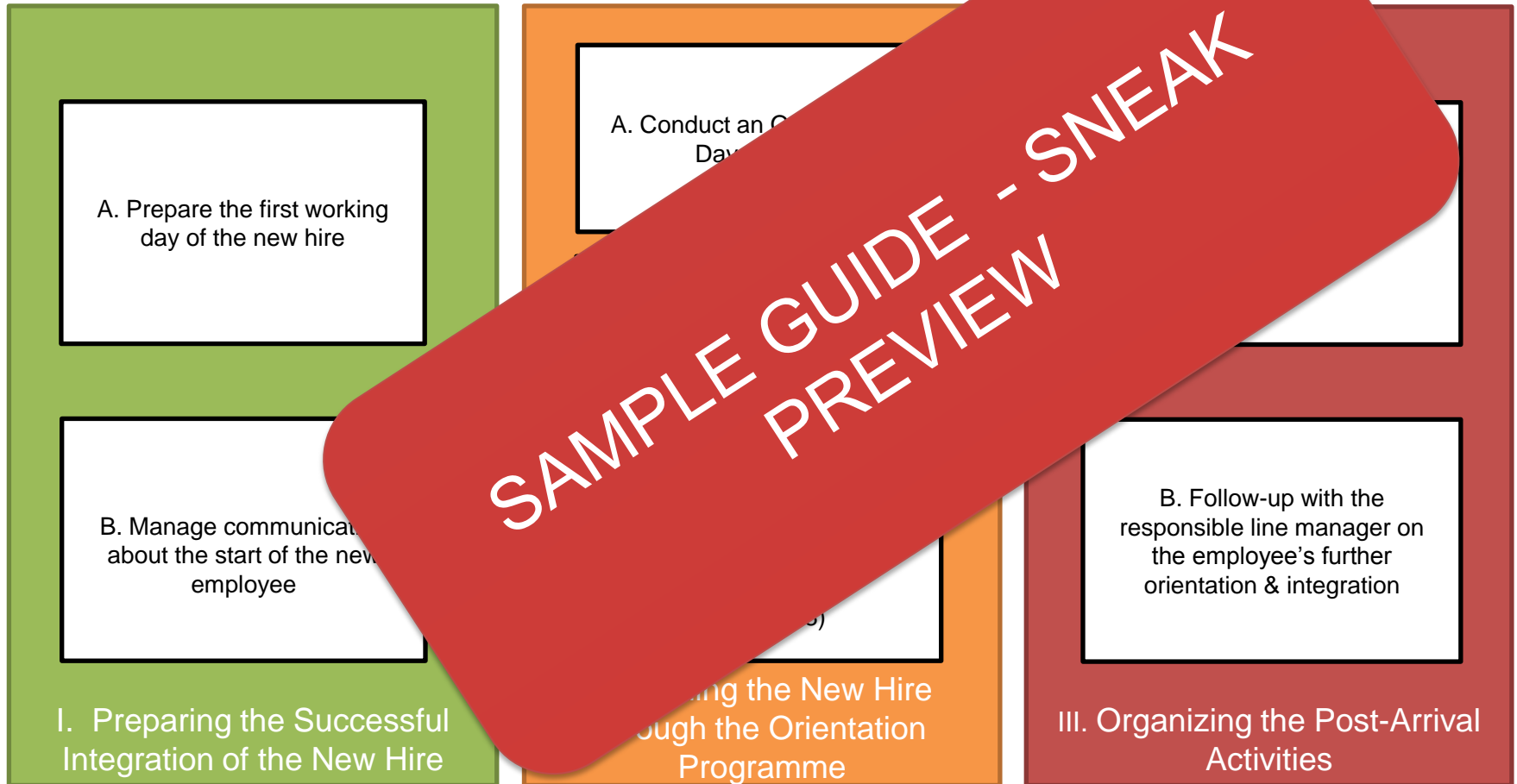
About this Guide

- Is the on-boarding of new hires in your company left to the Hiring Managers' insouciance every day? Do you want to help one of your Hiring Managers professionalizing their on-boarding process by offering them practical, ready-to-use on-boarding & orientation tools? Are you looking for new practices to engage new hires and help new employees to get up to speed in their new environment?
- Starting with the first day of work, the new employee, from the moment he or she enters the employee work environment, must be welcomed with a series of arrival actions. In this guide, you will be introduced to various tools and templates and how to use them. This includes a Manual to help the Line Manager with the on-boarding process, an On-boarding Checklist, an Orientation Brochure, a Template for a First Impression Interview, and so much more.

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Roadmap Overview

Steps for on-boarding new *EMPLOYEES*



Step I – Preparing the successful integration of the new hire

A. Prepare the first working day of the new hire

B. Manage communication about the start of the new employee

I. Preparing the Successful Integration of the New Hire

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A. Prepare the first working day-1

Relevant Tools:

HR On-boarding Checklist

Pre-Employment Checklists

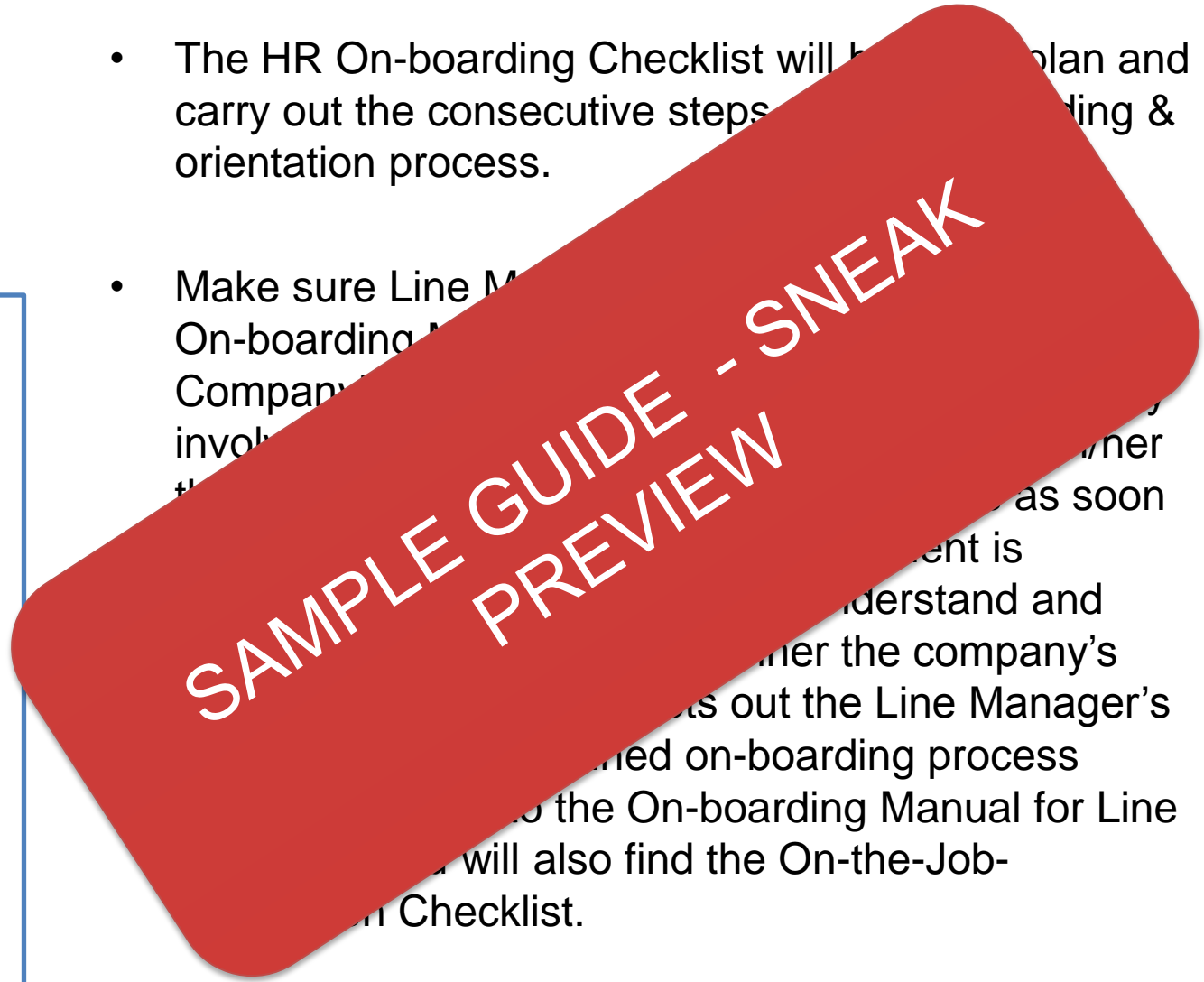
On-boarding Manual for Line Managers

On-boarding Manual for Mentors

See also Recruitment & Selection Toolkit, On-boarding Policy & On-boarding Forms & Hiring & On-Boarding Procedures

- The HR On-boarding Checklist will help you plan and carry out the consecutive steps of the onboarding & orientation process.

- Make sure Line Managers understand and carry out the onboarding process as soon as possible. The On-boarding Manual for Line Managers and the On-boarding Manual for Mentors will also find the On-the-Job-Checklist.



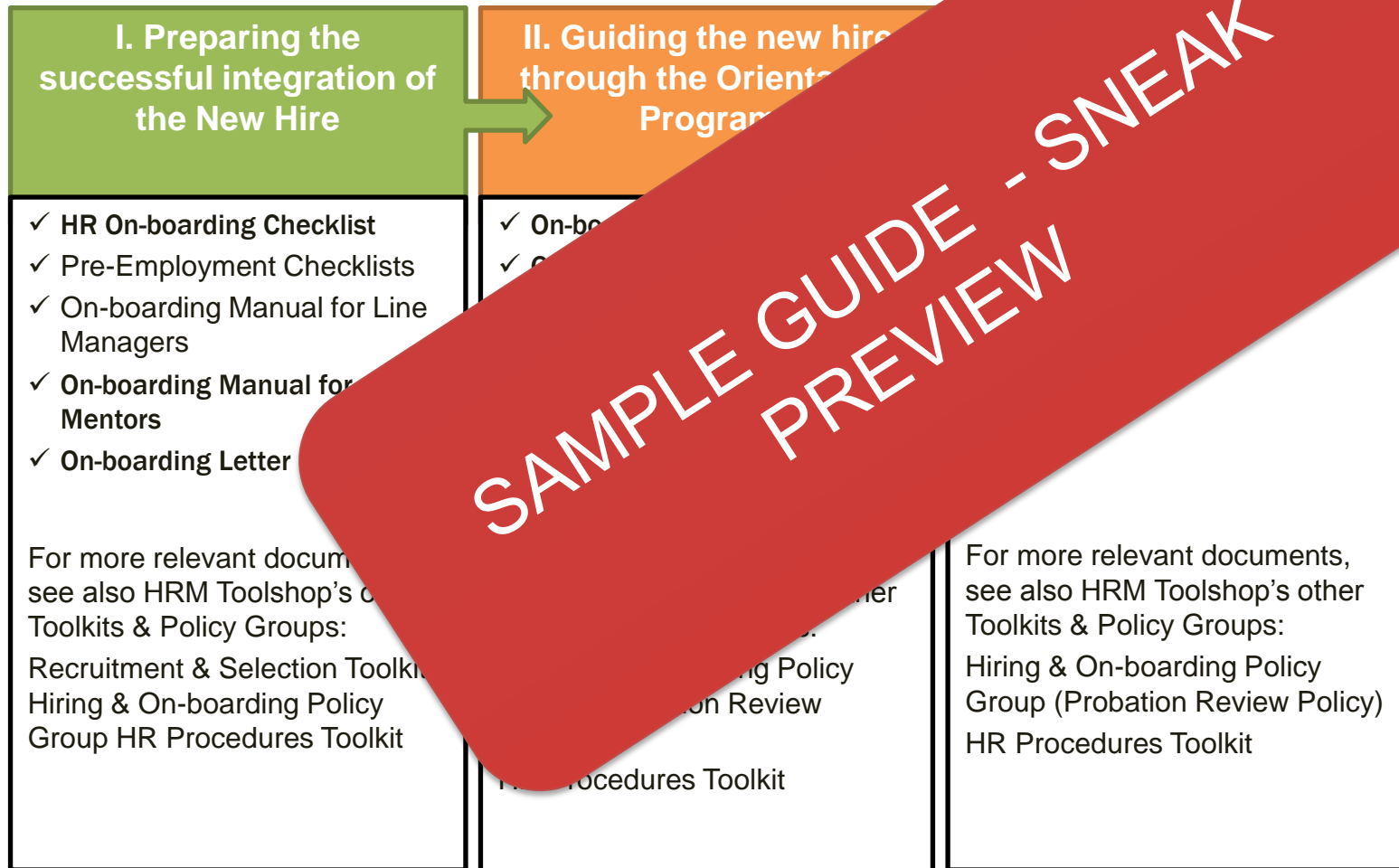
Want to learn more?

- When you purchase the entire toolkit:
 - you can discover the step-by-step approach at your own pace
 - explore and customize all related tools and templates!

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On-boarding & Orientation - Tools Overview

Available tools per step in the process



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