NEW HIRE ONBOARDING

OVERVIEW>

WHAT IS ONBOARDING?

Onboarding is a process for New Hires to obtain the information they need to quickly connect to the Company, their jobs, and their teams. We are creating the support for our employees

...to be able to effectively contribute at a baseline level in all performance areas for the role
...and aid their on-going success as Laitram employees.

A leader's role in the onboarding process is critical to its success. A leader must:
- Make time for and encourage participation in onboarding and training
- Coach and provide candid feedback
- Create an early win strategy by identifying priorities and resources for success

Onboarding does not end in the first 90 days. If the first year is rewarding and interesting, it can set the tone for a mutually beneficial long-term employment relationship.

START>

BEFORE DAY ONE

Start onboarding early. Prepare for arrival by ensuring equipment and facility requests are complete. Be sure to plan for First Day orientation as part of the schedule. Create an Introduction Letter to establish early priorities and outline resources. Contact your employee before his or her first day to ease anxiety and answer questions.

**ORIENTATION>**

FIRST DAY

The first day is the start of a new relationship. We want to reinforce their decision to join Laitram, create excitement, and quickly start making connections. Leaders are responsible for:
- Making sure all needed equipment is available
- Ensure set up of desk/office area with needed supplies
- Printing the IT Welcome Memo
- Having the Introduction Letter ready
- Greeting the employee
- Arranging lunch with yourself or team members
- Showing the employee important work areas
- Introducing the employee to their Buddy
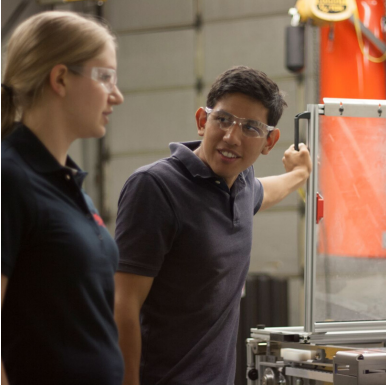
FIRST 30 DAYS

During the first 30 days, it is important to connect the new employee with the priorities of the team, key team partners, and individuals who will be a resource to the new employee as he or she acclimates to Laitram. You can do this by:

- Review team and division Critical Success Factors
- Introduce the employee to team partners and other Laitram employees who could be good resources
- Check-in on the Buddy relationship
- Continue on-the-job training

SUPPORT>

FIRST 90 DAYS

New employees want to make a positive contribution. Establishing early win projects or goals that can be accomplished in the first 90 days is a good way to help them feel successful here. Learning continues in this period and the leader's role in coaching and feedback becomes critical in these very early months. You can do this by:

- Use the PIP form to establish goals for the remainder of the year
- Have a development coaching or feedback conversation
- Ensure the new employee attends the new hire training program during this period and connects to other business areas
- Continue on-the-job training
- Ask for feedback about the team and department's orientation

Manager Onboarding Checklist

Before Day One

- Prepare Introduction Letter
- Request Equipment
- Schedule Orientation
- Call Employee Before First Day
- Request & Set Up Office/Cubicle
- Order Supplies

First Day

- Print IT Welcome Memo
- Print Introduction Letter
- Plan Lunch
- Walk through key work areas
- Greet Employee
- Assign or Introduce a Buddy

First 30 Days

- Review CSFs
- Introduce key partners or other Laitram employees
- Check-in on Buddy relationship
- Review onboarding plan and set up training

First 90 Days

- Make time for employee to attend New Hire Training
- Set Goals/Expectations using PIP Form
- Have a Development Conversation
- Collect Feedback on the department or team's onboarding process

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