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# **15 Steps On How To Welcome Your New Employees**

Looking after a new employee during their first few weeks at work can mean the difference between their success and failure as employees as well as your success and failure as an employer, manager or supervisor.

Proper orientation determines how fast the new employee can be productive and efficient in his or her new job while giving you a good opportunity to make your new employee an efficient part of your team.

Below are 15 suggestions that will help you deal with your new employees during their first few weeks to help make sure that they get started on the right track.

1. Have a induction policy for welcoming and training new employees. Don't just leave it to whoever is available. Human resources should cover the HR side of the induction with a trainer (if you have one) or a senior manager or supervisor covering the more hands on part of the job. Either way the following is a minimum of what is required.
2. Give your employee a warm welcome. Don't just point them to the area they work and let them get on with it. Nothing makes a new employee feel comfortable more than a warm welcome.
3. Give them a brief description about your role as a supervisor. Knowing who's in charge and what you expect from them will make them more comfortable with you as the boss.
4. Give your new employee a welcome tour of the whole department or, if the site isn't too big, the whole site. Make sure they know how to get to the bathroom, emergency exits, cafeteria, etc.
5. Give them a brief summary about the company, its history as well as its mission and objectives.
6. If possible demonstrate your company's products and/or services, paying particular attention to the products relating to the area in which the employee will work. This will make them more secure and confident with the work that they are going to be doing.
7. Explain to your new employee how the company works particularly if the company has any unusual working practices or a different structure than the norm. Again, this will help familiarize them with the company.
8. Tell your new employee about the company's competitors and what is being done to make sure that the company is staying ahead of the competition.
9. Explain in detail your new employee's responsibilities and describe their job functions. Don't leave it to the other employees to teach them the basics unless there is a trained member of staff whose job it is.
10. Let your new employee be aware of what you and the company expect from them. This includes proper work ethics, productivity, teamwork, and appearance.
11. Explain the specific conditions and requirements of employment, including hours, pay, pay periods, holiday pay, sickness provisions, pension, medical benefits, lateness etc.
12. Be very clear about the safety rules, policies, procedures and regulations. Explain and show proper use of safety devices.
13. Introduce your new employee to his or her co workers along with a brief description of their jobs and responsibilities.
14. Outline opportunities for promotions and other opportunities.
15. To give them time to acclimatize give them a work buddy, a friendly experienced worker, to show them the job and work with them for the first week of two.

Covering all of these basics will help new employees settle in and they will be more efficient able to be contribute much more quickly compared to employees that are just left to their own devices.

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