



PLANNING FOR THE NEW EMPLOYEE

- **A phone call from the new boss a week or two before the new employee starts is a great personal touch and goes a long way toward providing a welcoming beginning for a new hire. Items for discussion should include what to expect the first day or week, where to go, what to bring, what time to arrive the first day and who to ask for or meet when arriving.**
- **Items the client should have completed and ready before the new employee arrives:**
 - **Keys, security passes, parking passes, etc. should be ready or the paperwork associated with them available to be filled out.**
 - **Payroll forms and HR paperwork should be in a package and ready to be completed if not already done prior to start date.**
 - **All needed announcements of the employee's hire, both internally with the staff and externally with the press (depending upon the position)**
 - **Someone assigned to guide them through their first few days, make introductions, answer facility and procedural questions and make sure that they have someone to go to lunch with the first few days**
- **The employee's workspace should be ready for work:**
 - **Computer set up and running, email accounts activated**
 - **Phone in place with an operating manual, new direct number to provide to his friends/family**
 - **Chair appropriate for the space and in good condition**
 - **Clean and well-supplied work area, everything in good working order**
 - **Current copy of the company phone directory (or available online)**
 - **A scheduled agenda covering at least the first few days-remember to include them in meetings on projects they will be involved with, even if only as an observer at this juncture.**
 - **Business cards and other personal stationary items**
- **The first day:**
 - **If possible, personally provide some part of the first day orientation yourself, even if it's just introductions. It is a subtle means of endorsing the value you expect the new employee to bring to your organization or department.**
 - **Be approachable and available even if the Human Resources Department has the new employee's attention most of the day. You and only you know all the nuances you discussed in the offer, expectations and issues surrounding the position. If there is any confusion, you are the best one to clarify the details.**