



Four Steps to Successful Employee Orientation

By Charleen Allen

The economy is bad. There are few companies hiring and when they do, there is an abundance of candidates.

These days, jobs are becoming more and more scarce. That means people are accepting any job offered.

Once the economy begins to turn around, these people will quit and go elsewhere. Every time an employee quits, it costs the company an average of \$44,000 in profits.

What can companies do to keep good employees? Now is the time for organizations to begin to implement strategies to keep these employees. Retention begins on the first day on the job. There is a process for employee integration.

It can make all the difference when it comes to new hires. Using this process is shown to improve employee retention be as much as 25%. The key is to integrate new employees socially and emotionally, while streamlining the process.

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Here are a few tips to help you make your new-hire's onboard experience as successful as possible for all concerned:

Step 1. Acclimation

Starting with a new company is like going to a new country. Everything is different - the people, the systems, the language and the culture. Acclimation brings a new employee on board by addressing these types of issues.

Help new employees become familiar with the work environment by developing aides to help them to do their work.

Provide them with support tools such as acronym dictionaries, process diagrams, checklists, organizational charts, phone lists. These types of tools help them feel comfortable in their work, and enable them to begin to be productive.

Step 2. Integration

Many people spend more time at work than they do with their friends & family, but who wants to spend their workday with total strangers?

An emotional connection develops when new employees really get to know their co-workers and create friendships with others in the workplace. This connection positively contributes to employees wanting to stay with the company.

Create opportunities for new employees to meet other employees in the company, beyond those in their immediate work group.

A more emotionally engaged employee is also a more productive employee

New employees come into an organization with a fresh perspective. Encourage them to share any new ideas or approaches to products and processes that would increase productivity or customer satisfaction. Smart organizations take advantage of this source of innovation at their finger-tips.

Step 3. Communication

Help employees build lasting relationships by having regular one-on-one conversations with management. Go out to lunch together and get to know each other as people. This will keep them in the company longer.

During the first ninety days, initiate scheduled times in which new employees can discuss things with management. Even senior management should plan regular events, such as a monthly breakfast, where they can meet with new employees and share ideas.

Use this opportunity to share goals and business strategies. Alignment of goals within the organization can produce a competitive advantage for your organization.

Step 4. Expectations

Both employee and manager are coming into the relationship with expectations. It is important to share these expectations with one another. Find out what the new employee expects. Encourage questions.

Set specific performance goals with new employees inside the first 90 days. Set an immediate goal of getting to know the organization and the job. Encourage the new-hire to create their own network within the organization. Align their performance expectations with the organization through mutual goal setting.

Integrating new employees into your organization and reducing turnover is one of the most effective ways of increasing company profits while reducing headaches, financial loss, and risk.

Take this opportunity now to make changes in your New Employee Orientation, so you will be ready when the real hiring begins.

Orientation Passport specializes in employee orientation, integration, and retention.

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