

Employee Onboarding

3rd Edition

Steven M. Bragg

Table of Contents

Employee Onboarding	1
Learning Objectives.....	1
Introduction.....	1
The Onboarding Concept.....	1
The Need for Onboarding.....	2
Prior to First Day.....	4
Departmental Prep.....	5
First Day.....	6
Peer Advisors.....	8
General Orientation.....	8
General Orientation Tips.....	10
Business Orientation.....	12
Departmental Orientation.....	14
Personnel Orientation.....	15
Politics Orientation.....	16
Culture Orientation.....	17
Setting the Future Direction.....	20
Job-Specific Training.....	21
90-Day New Employee Reception.....	22
Job Shadowing.....	22
A Stint in Customer Service.....	22
Periodic Reviews.....	23
Long-Term Onboarding.....	24
Executive Coaches.....	24
Mentoring.....	24
New Hire Portal.....	26
Managing the Onboarding Process.....	27
Role of the Hiring Manager.....	29
The Need for Interdepartmental Collaboration.....	29
Baking Onboarding into an Organization.....	30
Special Onboarding Challenges.....	31
Isolated Location.....	31
Isolated Age Group.....	31
Limited Oversight.....	32
Virtual Workers.....	32
Onboarding Feedback.....	33
Onboarding Measurement.....	33
New Employee Checklist.....	35
Summary.....	37
Review Questions.....	39
Review Answers.....	40
Glossary	43
Index	45