

## Notes from Discussion Group: New Hire Training, On-Boarding or Water-Boarding

### Best Practices for New Hire Training

Most supported ideas to come from the discussions:

#### Pre-arrival of New Hire

- Hire with a plan
- Review information learned from hiring interview and resume
- Assign a mentor, not necessarily their manager
- Send necessary paper work to candidate in advance
- Internal team is briefed

#### First Day

- Meet with mentor for lay of the land and introductions ,who's who
- Meet with HR
- Meet with Manager and chain of command
- Dipped in the Brand, company culture
- New Hire tool kit, workspace, computer, phone, uniform, what goes where, Where do you go for information

#### Going Forward

- Define expectations
  - Length of orientation period
  - Probation period limitations
  - Career training path
  - Query new hire on their expectations
  - Maintain open communications
- Gradual approach throughout orientation period, not a quick dump
- Constantly assess so that a training path can be developed