

NEW EMPLOYEE START UP
By Bill Hagerty

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- 1) Have everything in order as agreed in offer letter and subsequent discussions.
 - A. Office and basic office equipment
 - B. Computer/Laptop
 - C. Business Cards/Stationery
 - D. Signing bonus/Expense Reimbursements
 - E. Car/Car Allowance
 - F. Cell Phone

- 2) Have someone (preferably their direct supervisor) meet them early on the first day to increase their comfort level before going on display to the entire staff.

Handle all introductions at a leisurely pace – encourage questions and note taking at the conclusion of each introduction.

- 3) Be certain Human Resources/Benefits coordinator is ready to meet when you bring the new hire to them (this should not be the first stop for your new hire).
- 4) Prepare an agenda for the day to include meetings and lunch with other people from your organization. Be certain your people understand their objectives for each meeting.

Lunch should be a small group of people the new hire will interact with regularly in order to foster relationship building.

- 5) Have all applicable resource material available for review.
 - A. Employee/Company Operations Manual(s)
 - B. Company Brochures/Videos
 - C. Financial Statements and other applicable management reports
 - D. Customer/Vendor files , contracts, and correspondence

- 6) Have meetings planned with key customers, vendors, professional service firms, and advisors as necessary.
- 7) Close the first day with a meaningful meeting.
 - A. Set aside a specific time on the schedule.
 - B. Have an agenda: take notes and follow up diligently on action items.
- 8) Set a plan for regular follow-up
 - A. Direct Supervisor – weekly, for first 3 months minimum.
 - B. Human Resources or other “non-direct” supervisor at 7 day, 30 day, 60 day and 90 day intervals.
- 9) The more attentive you are to new employee start-up issues – the easier the transition, more exciting the honeymoon, faster start to performance, and longer commitment to success.
- 10) Turnover – or worse yet the start of an extended period of poor performance - is not an event, it is a series of events and frustrations. Don't let them start early!