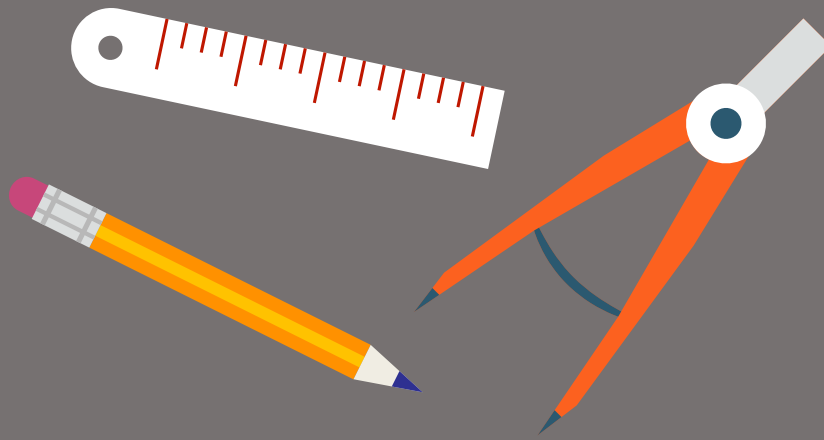


# Guide To A New Hire's First 180 Days



PRACTICAL TOOLS

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You've successfully ended the interviewing and hiring process with a new employee who is ready to start work. What happens from that employee's first day onward, however, is somewhat up to you and your onboarding process. It's important that you do a thorough job to ease your new hire into both the company and the new position.

How well you introduce the new employee to both the new job and your company will play a large part in his or her future success.

It's important to draft an itinerary or planner for your new employee's first days on the job, as well as for follow-ups at 30, 60, 90 and 180 days. Use this step-by-step checklist guide to create such an itinerary and to get your new employee on track.

## Before the hire's first day on the job

### Set up hire's work station:

- Make sure all necessary equipment works
- Gather basic office supplies for the new hire's desk
- Make sure work area is clean

### Prepare a new-hire binder. Include:

- General company information
- Map of building/department locations
- Company phone list
- Instructions to set up voicemail boxes, email settings, necessary passwords and log-in information
- Sign-in/sign-out processes

- Vacation/sick time rules
- List of internal identifiers or definitions

**Prepare paperwork for new hire to sign. Include:**

- Payroll information
- Insurance information
- Employee contact information
- Employment law disclosures

## Day 1: Sample schedule

- **8-9 a.m.** Greet employee upon arrival. Escort to office or conference room for initial introductions. Provide employee with initial paperwork to sign and look over.
- **9-10 a.m.** Show employee to workstation, office or cubicle. Introduce or have someone introduce employee to immediate coworkers. Have someone (either you or an IT person) show employee how to operate computer and navigate the programs used.
- **10-11 a.m.** Present the new hire with a detailed schedule or itinerary for the first day or first week (or both) and let them review what the initial week will involve.
- **11 a.m.-12 noon** Give the new employee a tour of the office and the company building(s), including exits, bathrooms, kitchen locations, the office supplies closet, mailroom and libraries.
- **1 p.m.-2 p.m.** Take the new employee out for a welcoming lunch, either outside the office or in the company kitchen.
- **2-3 p.m.** Assign the new employee a “contact person,” someone who the new employee can ask for help on general issues if their supervisor isn’t available.

## Week 1: Sample Schedule

The employee's first week should follow as closely as possible the itinerary presented to the new hire. Following a set schedule for the first week gives new hires specific things to focus on learning and understanding. Week 1 should include:

### Day 1

- Greet employee; meet with HR to fill out legal, policy and insurance forms;
- Set employee up at new work station;
- Enlist IT to help employee create passwords and orient to computer systems;
- Take employee for lunch with co-workers;
- Do a round of the office to introduce employee;
- Supply employee with paperwork and reading materials needed for job.

### Day 2

- Provide employee with resources and ways to research job tasks;
- Introduce employee to secondary managers he'll be working with;
- Assign a "work buddy" to help answer questions and provide company info;
- Give employee easily completed small tasks that are part of job description.

### Day 3

- Assign a mentor to the employee to meet with and go over job-specific details;
- Give employee one or two "longer term" assignments that take a few days or weeks to complete;

- Familiarize with whom does what in other departments that will affect the employee's job;
- Lunch with new employee, manager and mentor;
- Conference call with off-site managers.

#### Day 4

- Allow employee to work on assignment research/time alone;
- Have employee sit in on first department meeting;
- Have mentor review department data tracking and archiving systems;
- Allow employee to shadow a team member giving a presentation.

#### Day 5

- Have employee turn in first small assignment;
- Invite employee to company's community outreach planning meeting;
- Have employee shadow assigned coworker on a variety of new tasks.

## The First 30 Days

The employee should have a grasp on the types of assignments and tasks he'll be doing for the job, and have started on a few of them with some guidance. By the end of 30 days, new hires should have a good idea of their responsibilities, what to expect in their role and what's expected of them.

#### Goals for the first 30 days should include:

- Learn and get comfortable with the company's content management systems and Intranet;
- Learn more about the company's products/services;

- Start the employee on a small, longer-term project or assignments;
- Set some deadlines to work toward.

## The First 60 Days

The first two months should involve more collaboration and handing over bigger responsibilities. The employee should be receiving less training while taking on more tasks for his job. If everything seems like it's going well, introduce bigger projects and longer-term responsibilities. Have the new employee begin to collaborate with other teams on necessary tasks.

### **Goals for the first 60 days could include:**

- Complete a short-term assignment on a deadline and be able to start another;
- Take on a more in-depth project or one or two more important tasks;
- Begin working regularly with other teams as necessary and be included on a team project;
- Have a comprehensive understanding of the routine processes.

## The First 90 Days

As your employee is taking on more responsibilities and accomplishing bigger tasks, he's going to start becoming more accountable for his own work. Your new hire should now be able to tackle projects with limited guidance from you, and can be trusted with bigger responsibilities.

### **Goals at the completion of the first three months could include:**

- Completing a project independently with little assistance;
- Controlling some aspect of the job position (e.g., being placed in charge of a specific duty);
- Contribute more ideas to meetings and adapt or start a project independent of supervision.

## The First 180 Days

By now, the employee should be well-integrated into the company, but not completely. That can take up to a year or more. But they are finally reaching the stage that they are no longer “the new employee.” They should be expected to continue to grow.

### **Goals and actions going forward can include:**

- An interim six-month performance evaluation listing achievements and next steps to be reached at one-year mark.
- Have the employee complete a 6-month evaluation survey (There's one in this Blueprint)
- Introduce the employee to concept of “job enlargement.” Everyone in the department takes on some additional task, an administrative task for the department, a cross-training assignment, or other additional duty.