



TIPS TO PERFECT YOUR

SME ONBOARDING PROCESS



 **HEWETT**
RECRUITMENT

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1

PREPARATION

Set agendas for initial onboarding meetings to ensure both parties are prepared and know what to expect. Providing food? Have you asked about food preferences? You should do this in advance to avoid any disappointment and embarrassment. Clarify parking and commuting options to ensure your new team member can arrive with ease.

2

COVER 'FIRST DAY' LOGISTICS

Before your new-hire's first day, provide clarity regarding where to go, who to speak to and what time to be there. These are things many new employees are unsure about, causing unnecessary nerves. Of course, one of the most important factors, make sure your new team member receives a warm welcome! It's good practice to have everything ready and in place upon their arrival, have you set up any necessary emails accounts/user names? Ensure you've completed as much of this as possible.

3

INTRODUCTIONS

Show your new hire to their workstation, offer them a drink and allow them to 'settle in', take off their coat and put their lunch away. Please don't brush off a junk-filled desk and point towards it, this is most definitely not a way to show someone they're appreciated. Introduce them to team members - it may be a good idea to assign a 'buddy' to help them settle in. Conduct a tour of the building, including exits, bathrooms and cafeteria/lunch area. Ensure you've introduced them to other departments and leadership teams within the first week.

4

COMPANY BACKGROUND

Discuss the company history, mission and values with your new hire to reduce any misconceptions. Addressing strategies and key goals will create an inclusive atmosphere, allowing your new employee to feel fully involved with the team increasing rate of productivity. It's worth running through all the products and/or services the company provides to confirm exactly what it is you do.

5

LEGAL SIDE

Set up a meeting with HR to provide an opportunity to complete all necessary paperwork alongside a chance for questions regarding policies and other general queries. This would be a great time to cover perks, sick days, holiday's protocol etc.



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