

## 10 Ways to Give Your Next Hire a Great Onboarding Experience

1



CREATE A  
DAILY ROUTINE  
FOR THEM

2



ENROLL YOUR TEAM MEMBER  
IN TRAINING COURSES OR  
VIEW TRAINING VIDEOS AND  
MATERIALS IF AVAILABLE

3



HAVE MULTIPLE DAILY  
CHECK-IN'S  
  
(ESPECIALLY THE  
FIRST FEW WEEKS!)

4



DELEGATE SOMEONE  
AT YOUR COMPANY  
TO MANAGE THE  
TRAINING SCHEDULE

5



PROVIDE FEEDBACK  
CONSISTENTLY AND  
IN SMALL PIECES

6



SHARE YOUR SCREEN  
WHEN PROVIDING  
FEEDBACK

7



HAVE THEM START  
THEIR DAY REVIEWING  
ANY HIGH PRIORITY  
OR CRITICAL TASKS

8



START BY ASSIGNING  
SINGLE TASKS TO  
BUILD CONFIDENCE

9



ASK YOUR WIDER TEAM  
& HIRING PARTNER IF  
YOU NEED SUPPORT  
OR SUGGESTIONS

10



UTILIZE THE PROCESS  
DOCUMENTS AND  
USE TEMPLATES WHEN  
AVAILABLE

**Remember - Communication is KEY!**