A Manager's Guide to Onboarding New Employees

Establishing Connection



- Welcome
- Team
- Workspace

- · Company Culture
- Network

Addressing System and Equipment Needs



- Providing Necessary Equipment
- Obtaining Access to Systems
- Reviewing Systems

Communicating Expectations



- · Policies and Procedures
- Job Responsibilities
- Goals and Results

Providing Job Specific Training



- Identifying Training Needs
- Supplying Training Aids
- Delivering Training Directly
- Connecting to Other Trainings