

THE ORCHARD NEW EMPLOYEE ON-BOARDING PROCESS

In Advance -

- Offer letter sent via post AND email the same day as the offer has been made and verbally accepted. Once confirmation has been accepted...
- Issue contract, job description, health & safety policy, confidentiality agreement, disciplinary procedures and employee handbook
- Confirm parking, access to premises and dress code
- Telephone call after issue to discuss any points needing clarification
- Send company literature in post if relevant
- Member of staff nominated to be new employee's 'buddy' during first two/four weeks
- Desk & computer/IT prepared
- Appropriate consideration given to whether permanent, contact and if 'hot desking'

On The Day -

- Buddy greets new employee with a smile at reception
- Intro to key colleagues & managers
- Provide premise access codes, security card, sign in/out protocol
- Initial induction re health & safety, kitchen, emergency and WC facilities
- Desk ready with stationery
- Provide systems log ins and induction
- Explain tidy desk & personal effects policy (e.g. plants/photos) if appropriate
- Discuss on-job & external training courses
- Provide training about how to use telephony, copier, IT & CRM systems
- Provide colleague telephone extensions and email
- Discuss company culture, lunch rotas, birthday & social activities
- Explain rules re mobile phones, web and social media use
- Collect P45, bank details and emergency numbers
- Discuss job description, key responsibilities/KPIs, methods and quality systems
- Lunch with buddy (and possibly a few key colleagues)

During First Week -

- Full induction
- Training program commences
- Review job description and responsibilities
- Discuss current projects, time frames and challenges
- Discuss prospects for promotion and bonuses, pay increases
- Meet remaining colleagues
- End of week 360 degree feedback meet to establish effectiveness of on-boarding process
- Discuss professional & personal development plans with reading list.

First Month -

- Review meeting with manager and/or HR
- Discuss projects and expectations
- 360 degree review giving opportunity for both parties to discuss first month's induction, training and accountabilities

**To discuss YOUR vacancies with a recruitment firm who
fulfill these criteria, contact:**

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