

## 5 Steps for Onboarding Your Advanced Resources Employee

The first day on any new job is important, whether an employee has been hired by your company or they a flexible employee, working for you as a temporary associate. New employees look forward to a rewarding experience, a positive corporate environment and team, and meaningful tasks. The biggest investment you make is in your talent, and effective onboarding processes can provide the best experience, enhance your employer brand, and increase employee productivity from the start.

Here are 5 steps for onboarding new employees to maximize the results you can receive:

### 1. Clearly communicate your policies and procedures

Schedule a brief orientation for the employee's first day and review your employee handbook. Give a tour of your facility and introduce the temporary associate to key members of your team. Be sure to answer any questions the temporary associate may have.

### 2. Outline goals and expectations

Set short-term goals for your new employee to achieve. Reinforce that you know there will be a learning curve and reassure that you will provide enough support as they get started. Review these goals often with the employee.

### 3. Assign a mentor for your new employee

Perhaps a more seasoned member of your team can be a useful resource for your new employee. A mentor can give them someone to go to with questions or concerns.

### 4. Create a positive work environment

New employees might feel awkward and disconnected from your regular staff. Communicate to your team the importance of respect, acceptance, and inclusion. Your new employee will feel the difference from the start.

### 5. Ask for feedback and give additional guidance when needed

New employees can often bring a fresh perspective, so be open to their thoughts. If they need additional help, provide guidance when needed throughout their relationship with you.

Small efforts can pay big dividends when it comes to effective onboarding. Take the time to incorporate these steps and experience greater employee engagement and productivity.

*Contact Advanced Resources today for your temporary, temp-to-hire, and direct hire talent needs for HR, technology, accounting/finance, healthcare, and office support professionals.*