



WHEN YOU NEED TO FILL A CRITICAL POSITION

PREPARING FOR YOUR NEW HIRE

**PROFESSIONAL
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STEPS FOR PREPARING FOR YOUR NEW HIRE

The time between accepting an offer and the end of the first week on the new job can be an emotional time for a new hire. During this period your new employee will feel disconnected from the job they had, and uncertain about what lies ahead. This makes them extremely vulnerable to a counter offer. There are a few steps that you can take to make them feel welcome and confirm to them they have made the right decision.

Once your offer letter has been signed and returned to you, you need to start preparing to bring your new employee on board. These are small actions on your part, but have a huge, positive impact on a new hire. The suggested steps are:

1. **Send a Welcome Package** – This would include any company promotional material, an employee handbook, benefits package, etc.
2. **Notify Payroll** of the new employee so there is no delay in them getting paid.
3. **Notify Security** (if applicable) to get the process of providing them with a security/I.D. badge underway.
4. **Create an Email and Voicemail account for them** along with instructions on how to change their password.
5. **Office Announcements** – Let the rest of the team know about the new employee and include their new phone number and email address. A nice touch would be to have the team send them a welcome email or voice mail.
6. **Industry Announcement** (if applicable)
7. **Start the enrollment process for health and other benefit programs.**
8. **Allocate a Work Space.** Make sure they have a desk (cleaned out) and computer (preferably loaded and configured) on the day they start. There is nothing worse than showing up to your new job excited about getting going only to find that you had been forgotten about, and not planned for. Having a place ready for them lets them know you are happy they have joined your team, and allows them to get settled in and become productive much faster.
9. **Order Business Cards and Office Name Plates.** Again, a simple touch, but it tells the new employee you're glad they have joined your team.

Once your new employee knows you have gone to the trouble to make them feel welcome, they are much more confident they have made the right choice and feel ready to start this next step in their career. It also makes your job easier because you know you are ready for your new team member to begin without having to do a last minute dash. I hope this list is helpful and makes this process as smooth as possible for you.

Jeff King

Recruiter/President, PPS