



WHEN YOU NEED TO FILL A CRITICAL POSITION

WHAT TO DO WHEN YOUR NEW HIRE ARRIVES

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The first day on the job is a time for more first impressions. Both of you have already made an impression during the interview stage, but now you make an impression of what it's like to work together. Some managers will call former employees on their first or second week of employment hoping things have not gone well. If this is the case, they will make another attempt to lure them back to their former job (and comfort zone). A simple plan to get your new employee off and running will make it nearly impossible for this tactic to succeed.

Some suggested steps are:

1. Have some form of orientation or even a "Welcome" from the CEO or head of the department (either in person, email or webinar).
2. Prepare for their Security Clearance (if appropriate).
3. Assign a Mentor or "buddy". Give them someone they can go to with any questions.
4. Plan a lunch with the team. The focus of this lunch is to get familiar with each other, and to relay the company's vision and culture to the new hire.
5. Plan a first and second month review. This is just to let them know how they are doing. Most new hires are anxious to prove themselves. These reviews let them know if they are on the right track, and give you a chance to redirect them if necessary.

These steps make integrating the new hire into the team much smoother and will greatly reduce the chance of losing them to a delayed counter offer. Once I've placed a job candidate with a client company, I have a system of following up with both parties at set intervals throughout the first year. This is to ensure both sides are happy, and to help protect the client company's investment and trust in hiring me to help in the search. There is a lot more to a good placement and good recruiting than just sending in resumes. Following some of the steps mentioned here will help make sure your next hire is a successful one.

Jeff King

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