



New Hire Orientation:

Building a positive relationship from the start

Gigi Vasquez
Human Resources
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How do we turn
new hires into one of us?



Pros of an Orientation Program:

- Familiarize newcomers with company culture
- Increase employee productivity
- Reduce future performance issues
- Facilitate prompt integration to the workplace
- Support talent retention, and engage new employee

Before the Orientation:

- Chose a time and place
- Have all forms, handouts and presentation materials ready
- Prepare 'Welcome' packet and new employee file
- Follow an *Orientation Agenda*



Do's

- Assign a comfortable, well lit room for the Orientation Meeting
- Prepare a dynamic & simple summary of company culture & history
- Treat the Orientation as a welcoming event
- Anticipate questions that new hires may have



Don'ts

- Overwhelm new hires with information, facts and figures
- Show boring videos
- Lengthy speeches or lectures
- Fail to prepare for the new hire
- Allow interruptions during the session

Three Stages:

- Stage I: What you need to tell them
- Stage II: What they Want to know
- Stage III: Train & Mentor New Hire



Stage one:

What *you* need to tell them

- Welcome new hires
- Introduce Company Culture & History
- Describe performance expectations
- Complete required forms

Welcome Packet: **Contents**

- ✓ Orientation Agenda & Checklist
- ✓ Required Federal, State and local forms
- ✓ Emergency contact form
- ✓ Schedule & Shift Assignment form
- ✓ Employee Handbook & Acknowledgement Receipt
- ✓ Confidentiality or Non-disclosure forms
- ✓ Additional forms required by your organization
- ✓ Company Contact List

Stage two:

What *they* want to know

- Benefit information
- Payroll procedures
- General Procedures



Stage Three: Training & Mentoring

- Define first Day of work
- Assign mentoring & training:
 - Customer Service
 - Compliance
 - Front Line & Teller Training
- Follow Up On Week 1
- Diary End of Probation



After the Meeting: **Follow up**

- Send a welcome notice listing new hires names via fax or e-mail.
- Follow-up with training.
- Contact Mentor/ Training Manager during the first week of work.
- Discuss new hire performance with the first month of employment.



“Management is nothing more than motivating other people” Lee Iacocca