

## Objective:

Effectively and painlessly recruit, screen, interview, hire and onboard the best team possible.

## Hiring & Onboarding Tools, Tips, Tactics, Checklists and Strategies

### Hiring & Onboarding FOUR MOST IMPORTANT THINGS...

- 1) Be ready with a Downstream Pitch and job description.
- 2) Pre-interview eMail questions save you time and pain later.  
Hire slow... Fire fast!.
- 3) Effective onboarding with a one-page "Policy Cheatsheet".
- 4) Diversity is essential and can make magical things happen.

### GOALS, OBJECTIVES, & DELIVERABLES

- Determine if you are really ready to start hiring.
- Create an inspiring downstream pitch and Job Description.
- Cast a wide net for job candidates.
- Create a pre-interview plan and tasks.
- Create consistent live interview questions for all candidates.
- Hire based on real interview results.
- Create a consistent onboarding plan for all team members.
- Have a PLAN B ready in case you cant hire the person you want.
- FINAL DELIVERABLE: The best team to help you grow the company.

### Why is it important to really be ready to start hiring before you BEGIN?

1. Once you start the hiring process you will be spending much time on the process. You will have little time to change the process.
2. Once you start the hiring process your team will look to you for precise guidance and leadership.
3. It can be a waste of time to make hiring process changes once active hiring begins. (Time is your most precious commodity.)
4. If you make the wrong hire it could be a disaster for your company, your investors, your employees, co-founders, and you.
5. WARNING: Do not flip the "Hiring Switch" on until you are really ready to start. The downside is huge.

### BONUS: Pre-Interview questions Ideas (to be eMailed to candidates)

This is a great way to save time that could be wasted with a live interview of someone who may not be serious about your company, the position, or industry. The eMail you send back to the candidate should recap your downstream pitch then send them one of the questions below. Do not set a deadline. How fast they answer is an interest/motivation indicator. After they answer one question eMail some encouragement and the next question. When they do all three, it's time to schedule a live interview with you and your team.

1. Please write a one page overview of [your industry, company, or typical customer] and why you are interested in our company.
2. Please write a one or two page story about something you are very proud of related to your career over the last few years.
3. Technical question – Send them a technical or position specific question that relates to the skills you require for the job.



### ARE YOU READY TO START HIRING?– A CHECKLIST

- ☐ You have created a one or two year Profit/Loss budget and see a path to providing the new hire a secure position.
- ☐ Either you will be the new hire's boss or you have already hired the manger the new hire will report to.
- ☐ You can clearly show in a spreadsheet how the new hire will make money for the company. Clearly list assumptions.
- ☐ You have created a clear Job Description for the new position with duties, requirements, and expected pay level.
- ☐ You have a list of at least three Job Description applicable pre-interview questions/tasks ready to send applicants by eMail. From the easiest to the hardest. See Pre-Interview BONUS section.
- ☐ You have a list of live interview questions ready for the live interviews. And you have decided the purpose of each question.
- ☐ You have a recruitment plan ready to attract applicants starting from the least expensive sources to the most expensive.
- ☐ You and any other team members involved in the hiring process have set aside enough time to participate fully at every stage.
- ☐ You have a Plan B in place just in case the hiring process fails to find the right person.
- ☐ You have built a hiring contact list for all those on your current team involved... Emails and phone numbers. Team members, board members, advisors, and anyone else you might need.
- ☐ Have a clear understanding of what each person owns in the hiring process. And be sure they know what they own.



## Hiring & Onboarding Phase 0 – Downstream Pitch Fundamentals

1. Your downstream pitch is used to entice and inspire possible new team members. If you can't inspire them, fix the pitch until you can.
2. This pitch deck is not the same as your "investor" pitch deck. The goal is not to raise money, it is to clearly communicate what your company does, why it will be a wonderful place to work, and why you will be a great boss.
3. Use a concise eight (plus or minus) word company vision statement that clearly tells people what you do and delights them.
4. Your 3 circles vision. [CLICK HERE](#) for Sinek's Three Circles TED Talk.
  - What you believe
  - What makes your company vision different
  - What is your company vision
5. Test the pitch on people. Revise and refine it until people are nearly begging to be part of your company and vision. Make them want it!

## Hiring & Onboarding Phase 1 – Job Description

1. **For the company** - The Job Description has six sections.
  1. Company overview to attract and inspire job candidates.
  2. Position description with precise job responsibilities.
  3. Skill requirements for the position.
  4. Any required education requirements, registrations, or licenses.
  5. The budgeted pay range for the position. The assumptions and spreadsheet that shows how they will make money for the company. They should make at least three times their salary.
  6. How to apply for the position. Who will get the eMail?
2. **For the job applicant** – The Job Description has four sections from above. It should not include number "5." above.
3. **For your network** - A condensed "job applicant" version for eMailing to contacts and other referrers. This will be sent out to people in your network to forward to their contacts. The goal is for possible applicants to ask for the full job applicant description above.

## Hiring & Onboarding Phase 2 – Recruitment and Hiring (Continued...)

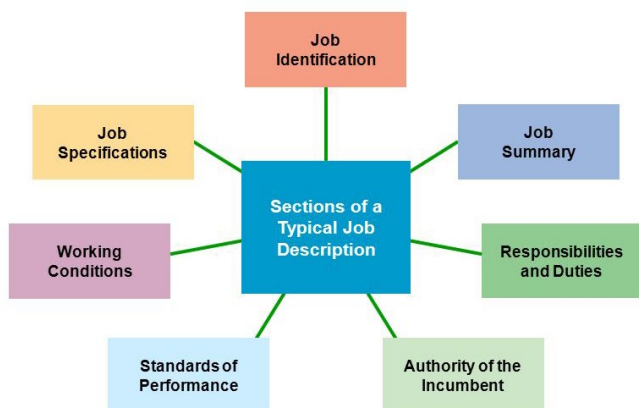
3. As candidates eMail you showing interest in the position eMail them the Pre-Interview questions series. (See Bonus section on Page 1.)
4. Only interview candidates that answer all three of the eMailed Pre-Interview questions satisfactorily.
5. Select and schedule live interviews. Be sure several team members interview each candidate and use the same questions so candidates can be compared effectively.
6. The live interview has four steps. See Live Interview steps section.
7. After all candidates have been interviewed, convene a meeting with all interviewers and rank your selected candidates.
8. Make offer in writing/eMail to your top selected candidate and give them no more than 48 hours (2 Business days) to respond. The offer should be contingent on a background/reference check and at the candidates request a full day in your office. (see onboarding section)
9. If your first choice candidate does not accept, ask why, renegotiate terms (pay, title, benefits, etc...) if needed and acceptable to the company. If the candidate still declines move to your next candidate.



## PHASE 2 – Hiring & Onboarding - The four step live interview

When you interview each candidate you should follow and same structure to be sure each person can be assessed consistently. **IMPORTANT NOTE:** Be sure all interviewers know exactly the type of questions they can not legally ask based on your local laws.

1. **Introduction** - Introduce the candidate to your company using your downstream pitch. Outline who they will be meeting with in the office and ask if they have any questions at this point.  
**Goal:** Sell them on your company and put them at ease.
2. **A Test** – Give the candidate a test question or task to indicate their specific skills related to the positions requirements.  
**Goal:** One last test to confirm the candidate has the skills needed for the position and to get a sense if they actually did the pre-interview questions or someone else did the work.
3. **Meet with team members** – The candidate will meet your team members and go through the set of interview questions. Each candidate should get the same interview questions to assure a consistent evaluation. Each interviewer should wrap up their meetings with "Do you have any questions for me?". The interviewer should answer the questions and report them to the interview team at the candidate evaluation and selection meeting.  
**Goal:** A consistent evaluation of the candidate. Are they right for the position. And to answer the question: "Is this a person I could work with every day?"
4. **Candidate questions and conclusion** – After the candidate has meet with all the interviewers they should return to the first interviewer who will ask the candidate if they have any final questions and give the candidate a sense of when they will hear form the company.  
**Goal:** Wrap up the interview and answer any further candidate questions. End on a high note if possible.



## Hiring & Onboarding Phase 2 – Recruitment and Hiring

1. Start with the lowest cost recruitment alternatives first then, if good candidates are not found, move to more expensive candidate sources such as employment agencies or head-hunters.
2. Source your job candidates in a variety of places such as:
  - If you have several positions to fill consider a company video to showcase the company, what it does, its employees, and its culture.
  - Organize a virtual event to showcase your company and employees.
  - Consider moving a current team member up into the new position.
  - Consider re-hiring past employees that could fit better now.
  - Network with team and board members, advisors, partners, etc...
  - LinkedIn Contacts, LinkedIn Groups, Facebook, University job boards, Upwork or other project based hiring services, other social media platforms such as industry specific online resources. Use your condensed job description.
  - University job boards, Professional organizations, conferences.
  - Recruiters and headhunters (last choice – very expensive)

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## Example live interview questions and what you really want to learn.

Each interviewer should ask each candidate the same questions. If the interviewer asks other questions the interviewer should make note of those extra questions. The key is to learn if the person is qualified for the position, what motivates the person, and if the team can work with the person. These example questions are in addition to industry and position specific questions.

### 1. QUESTION: Why are you leaving your current position?

**WHAT TO LEARN:** What has motivated them to search for a new position and leave their current company?

**CORRECT ANSWER:** Anything blatantly negative about the current position or company should be a red flag. A great answer is something like: "I have been following your company and your CEO for years and when I saw this job opening I jumped at the chance to join this awesome team."

### 2. QUESTION: Tell me about a time when you saved the day.

**WHAT TO LEARN:** What they actually did. What they are most proud of. Did they lead a team or just tag along and do minimal work.

**CORRECT ANSWER:** A story showing how they contributed to the activity. What they did. How they helped solve the problem. The best answer I have heard for this was, "I was on the swim team when I was in high school. When I arrived at college there was no swim team. So I started a swim team." <- This person was hired on the spot!

### 3. QUESTION: If you could design the perfect job for [Interviewee's name] what would it look like?

**WHAT TO LEARN:** What is most important to them. Their career priorities. What they did not like in previous jobs, teams, or bosses.

**CORRECT ANSWER:** Look to compare their list with what your company has to offer. Example: If they say they want to exclusively work at home and have unlimited vacation but your company/this position does not offer this then you may not have a match.

### 4. QUESTION: If you could go back in time ten years and talk to the younger you... What advice would you give yourself?

**WHAT TO LEARN:** Mistakes they have made. Regrets they may have.

**CORRECT ANSWER:** Something like, "I wish I had discovered [Your Company] sooner so I could be part of this great team years ago."

### 5. QUESTION: If you were going to be stranded on a desert island what is the one thing you would take along? NOTE: No matter what they answer say, "Unfortunately that's a wrong answer. The correct answer is a solar power satellite telephone." Reference the Tom Hanks movie "Cast Away" where he retains one FEDEX package and delivers it after he is off the island. The package had a solar powered satellite phone in it and could have been his quick ticket off the island.... Then listen to what the candidate says.

**WHAT TO LEARN:** How they deal with someone telling them that they were wrong.

**CORRECT ANSWER:** No matter what they say, it will be wrong and you will tell them that. Then watch how they respond. It's good if they don't argue and say something like, "that's great. I would have never thought of that.... Brilliant."

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## Example live interview questions and what you really want to learn. (Continued...)

### 6. QUESTION: If you won a \$500 Million lottery what would you do?

**WHAT TO LEARN:** What really motivates them. Their real passion? This question may surface unexpected things. Example: A job candidate once said they would start a non-profit to help people with stress induced schizophrenia and depression. The candidate went on to volunteer that they had suffered from this. Since the job was high stress it would not have been a match for this person.

**CORRECT ANSWER:** You will hear things about big houses, boats, never ending vacations, etc... But the right answer is something like: "Money is only provides things you need to survive and enjoy life at a reasonable level but I think I would still be sitting in this seat interviewing with you because my true dream is to [fill in skills required for job and position] right here with [Name of company]"



## Bonus: The wrong address gambit

If the position will require good problem solving skills under pressure and the ability to act quickly this could be a good indicator.

- In your live interview invitation include the correct date/time but the wrong address/office suite/contact name for the interview.
- **Wrong address/office suite** - Note the date/time for the interview and see what time the candidate actually shows up for the interview. Early or on time is the best case.
- **Wrong contact name** – When they show up at your office asking for someone who does not work there, the person they talk to should wear a puzzled look and give the candidate a chance to figure out a name. Do not help until the candidate comes up with a name or is almost out the door. Smart candidates will have the name from the Pre-interview question eMails or have researched the company and have a name of the person they think they may be working for.
- **What you will learn** - When the candidate finally arrives in the first interviewer's office note the candidate's reaction to the mishap. Do they complain? Do they say anything? Does this disturb them or can they brush it off? Things will not always go right on the job, this is a good character indicator.



"We're looking for managers that demonstrate high levels of emotional intelligence. Here, please try on this mood ring."

## Hiring & Onboarding – EARLY WARNING CHECKLIST!

- ❑ No candidates apply for the position.
- ❑ Candidates apply but none complete all three pre-interview questions.
- ❑ Candidates answer the pre-interview questions but answer them wrong or seem to be confused.
- ❑ Candidates take more than a few days to complete the pre-interview questions.
- ❑ Candidates do not accept your job offers.
- ❑ The candidate does not shown up on time.
- ❑ The candidate shows they have not researched the company.
- ❑ The candidate cannot provide details, examples, stories, or proof about resume or cover letter claims.
- ❑ The candidate doesn't take responsibility for past failed projects, teams gone wrong, or mistakes. It was always someone else's fault.
- ❑ The candidate is overqualified for the position.
- ❑ The candidate does not have a LinkedIn profile.
- ❑ The candidate's LinkedIn profile is inconsistent with their resume.
- ❑ The candidate's Facebook, Twitter, personal web page, etc... has content that may not be consistent with company culture or policy.
- ❑ When you LinkedIn with the candidate they don't accept your request.
- ❑ After you LinkedIn with the person you should see your common contacts. If none, it could be a warning sign. If there are common contacts and you message them, if they do not respond or respond negatively about the candidate.
- ❑ The candidate has bad listening skills... They answer the wrong question, repeatedly ask you to repeat, ask the same question multiple times, texting or looking at their mobile phone often.
- ❑ At the end of the live interview ask, "Is there anything that might turn up in a background check that we should know about?"
- ❑ The candidate seems to ask a lot of questions about pay, benefits, working hours, holidays and other non-job related subjects.
- ❑ The candidate says bad things about past employers or coworkers.
- ❑ The candidate comes from a company that is going out of Business.
- ❑ The candidate takes non-emergency cell calls or are texting.
- ❑ The candidate flirts with someone on the team.
- ❑ The candidate avoids or deflects questions.
- ❑ The candidate answers question with long rambling discussions instead of using concise clear responses.
- ❑ The candidate behaves like they may be too good for the position.
- ❑ The candidate can't answer some key job requirement questions.
- ❑ During the interview when they take a skill related test that was already done in the pre-interview, they can't seem to get it right. Indicates they received help on the pre-interview questions.
- ❑ The candidate can't look people in the eyes or seems distracted.

## Bonus: Ideas on how to structure job titles

Job titles can be more important that you might think. They can really matter to people and be the difference between a job posting read or one deleted. Titles can also indicate career progression.

- Pick an interesting and repeatable job title. When someone asks the job candidate what position they are applying for what will they say? How will they react? What will they think?
- People should find the job title it intriguing.
- When people hear the job title, they should be delighted and compelled to ask for more information.
- Avoid numbers in the title. It can look plain vanilla in a colorful world. Technical Designer Developer and Problem Slayer might be better than Programmer Level 3
- Don't fear out-of-the-box titles. They can be fun and interesting. Customer Happiness Agent might be better than Customer Support... Ultimate Technical Solution Architect might be better than. Programmer 1.
- Look at titles used by other companies and do something different, interesting, and special to set you apart.
- Before finalizing a job title, test it on people to see how they react. Do they ask to learn more?
- Imagine the title in an eMail subject line... Does the title make you curious enough to open the eMail?



## Bonus: Offer letter contents – Proof read it!

After you have selected the person you want for the position you will need to send them an offer letter to make the official offer. Here are some essentials for the offer letter:

- Call the candidate before you make the offer and review the main terms of the position to get verbal agreement on essentials like job title, start date, and pay rate. There may be some negotiation.
- Create the offer letter based on the terms from the phone confirmation with the candidate.
- The offer letter should clearly state the job title, start date, work location (virtual), pay rate, participation in any retirement programs, stock or stock options offered, and refer to the company benefits which are consistent for all employees.
- The offer letter should have a deadline. 48 hours seems reasonable. Confirm the deadline with the candidate.
- It should be clear in the offer that after the candidate signs the letter your company has one week to do background checks and talk to the candidate's references. The offer can be rescinded by eMail if any of these checks turns up anything that may indicate the candidate is not a fit for the position.
- Avoid just making the official offer in an eMail. If not a paper letter then use a trackable PDF that can be signed online.
- Be sure to have someone else proof read the offer letter before it goes out to be sure it is correct and accurate.

## Hiring and Onboarding Golden Rules

"Good team members should as a minimum create three times their salary in revenues for the company... More is better"

"Hire slow... Fire fast!"

"A bad hire can be an enormously costing mistake!"

"When possible **try before you buy** when building your team, adding mentors and recruiting board members.



## **Bonus: The Coffee, Lunch, Dinner, Drinks Gambit**

If you determine the candidate could be a real match for the open position at the end of the interview offer off-site coffee, lunch, dinner, or drinks with the interviewing team.

### **What you might learn about the candidate:**

- This is not just a social interaction. It is a chance for you and your - interviewing team to see the candidate in a more at ease setting.
- Observe how the candidate treats the waitstaff.
- Let the candidate order first. Observe what the candidate orders.
- Observe how the candidate tries to engage the interview team. All business or talk about hobbies, interests, family.
- Let the candidate talk... You never know what could be discovered.
- Maybe select one of the team to slightly verbally “jab” at the candidate to see how the candidate reacts. Something like... “I’ll bet working here will be a big relief after your current employer.”

## **Bonus: The “Try Before You Buy” strategy**

Hiring and building your team is one of the most risky things you will do. Mistakes will be difficult and time consuming to fix and the negative effects of a bad hire can be a drag on company morale. This also counts for mentors, board members, and advisors. A great way to manage hiring risk is using the “try before you buy” strategy. To use this strategy you need time. The key is a hiring/staffing plan that maps out your potential needs three to twelve months in advance. You can use this strategy as the top of funnel for all hires.

### **Try before you buy tactics/positions:**

- Advisory Board – If you identify someone who might be a great upper level team member create an advisory board and ask them to join as an unpaid advisor now.
- Team Lunch Presentation – Identify a potential new team member with a specific expertise and ask them to do a one and a half hour lunch seminar for your team.
- Special Report Preparation – Look to someone to do some type of special report for your organization.
- Secret Research Project – Some type of secret technology project.
- Process Evaluation Project – Look at your organization and recommend better ways to do things.
- New Product Brainstorming session – Invite them to a new product brainstorming session.
- Freelance Project – A freelance version of the job you need filled.

### **Try before you buy sources for candidates:**

- LinkedIn – Use LinkedIn to source potential candidates.
- Retired Senior Executives – Someone who has been there before.
- University Professor – Could provide a different point of view. Could refer past students for potential positions.
- Hourly Consultant – Accountants, lawyers, graphic designers, etc...

## **Bonus: What to do if your ideal candidate turns down the job offer**

If your ideal candidate turns down your job offer there are a few things you can do to try and get them to accept. You might even learn a few things you didn’t know about your company, culture, or current employees that may be turning off prospective team members.

- Ask, “How could we make this position more acceptable to you?”
- If it is pay, then consider bumping up pay or offering a performance review in six months and a possible pay increase.
- If it is title, offer a different more acceptable title.
- If it is something outside your control like an employed spouse who does not want to move then just ask them to contact you if the situation changes but no guarantee the position will be open.
- Last question... “If you were me, what would you do get you to accept this position?”

And there is always the possibility that the prospective employee was just using your offer to leverage their current employer for a raise.



## **PHASE 3 – Onboarding - The three steps**

After the candidate has accepted the job contingent on a background and reference check you can proceed with these two essential tasks. Do not proceed without doing these checks!

**IMPORTANT NOTE:** Do quickly just in case you need to rescind the offer and move to the next candidate because of what you learn.

1. **Background/reference check** - Do a background check on the candidate using one of the many online services that can show you any past criminal offences and a summary of the candidate’s financial health. When you call the candidate’s references beside verifying employment dates, ask questions like the ones in the section below titled: “Example reference check questions”.

**Goal:** Determine if the candidate has any past criminal offenses, habits, or character flaws that would be inconsistent with your expectations or company culture.

1. **One Day Office Visit**– Give the candidate the option to accept the offer contingent on a full day visit at the office. Let them test things out and rescind their acceptance if they determine they don’t want to take the job.

**Goal:** Give the candidate a better feeling that the company has an open and interesting culture they would like.

2. **Full Onboarding** – A consistent glide path into the position, organization, and culture designed to help new people smoothly transition into the new job. See “Onboarding Essentials” section.

**Goal:** Make joining your team as enjoyable/stress free as possible.

### **Example reference check questions**

These are in addition to industry and position specific questions. They are designed to help learn what the candidate cares about and actually did. The key is to learn if the person is qualified, what motivates them, and if the team can work with the person.

1. **REFERENCE QUESTION 1:** Would you hire this employee again? .

**WHAT TO LEARN:** If the employee was valued in the organization.

2. **REFERENCE QUESTION 2:** Tell me how the candidate made a difference in your company.

**WHAT TO LEARN:** Did the candidate really contribute and how.

3. **REFERENCE QUESTION 3:** Tell me how the candidate dealt with any disappointments, setbacks, or failures.

**WHAT TO LEARN:** What to expect from the candidate if things don’t go well.

4. **REFERENCE QUESTION 4:** When you think about this candidate what is the first things that comes to your mind?

**WHAT TO LEARN:** The candidate’s “brand”. What the person really stands for on the job.

5. **REFERENCE QUESTION 5:** If you were going out of town for the weekend, would you leave your children with the candidate?

**WHAT TO LEARN:** The way they answer this question could be a better indicator than how they actually answer. It will indicate a level of trustworthiness.



## A few words about the value of team diversity

- Your company can only be as strong as your team. If your team is composed of all the same type of people from the same backgrounds, education, political views, life experiences, etc... the team will be weaker than a more diverse team.
- A diverse team will better serve a diverse client/customer/user base and their needs. A non-diverse team will miss things.
- A diverse team should spur more creativity and innovation. A [report by Deloitte](#) found that when employees 'think their organization is committed to and supportive of diversity, and they feel included', their ability to innovate increases by 83%.
- A team comprised of people with different backgrounds, experiences and skills means the ideas generated by these teams won't be homogenous – they'll be innovative and creative. And this can have a significant impact on an organization's bottom line; US public companies with a diverse executive board have a 95% higher return on equity than those with non-diverse boards, according to a [McKinsey study](#).
- Cognitively diverse teams solve problems faster than teams of cognitively similar people, according to [research published in Harvard Business Review](#).
- Diverse teams have also been [found to make decisions 60% faster](#) than non-diverse teams.
- Companies with diverse teams have stronger brands both internally with team members and externally with partners and customers.
- Sure diverse teams may have more disagreements and more robust and lively debates but the results will better serve the company.
- A diverse team will have fewer yes-people who can lead the company down the wrong path because they do not have a more diverse perspective.
- Always strive to fill positions with the best candidates possible but be open to adding more diverse team members. This will greatly increase your available talent pool.
- Important... Having a diverse team is only half the task. The other half is actually valuing diverse opinions and points of view even when they might be very different from yours.

## Bonus: What to do when a team member resigns

It's inevitable that at some point one of your team members will walk into your office one day with a resignation letter. Here are some ideas on what you can do next:

- Even before a team member resignation you should take the time to develop a Plan B for each person. Be ready with things like:
  1. A file of resumes, LinkedIn links, and other contact data for people to step in and fill any position in your company that might open up for any reason.
  2. Network with people who may be future team members as your company grows or for current open positions.
  3. Keep a list and warm relationships with recruiters who can help you fill essential positions as they open up.
- Determine if this person is essential to the operation of your business and losing them could be material (5% or more impact) to your business. If losing the position could be material try to identify what could be done to keep them. If possible give them what they want for now but try to find a replacement as soon as possible. This person has demonstrated their lack of essential loyalty. It is your job to find a replacement as soon as possible.
- If the person is not essential be wary that they are using the job offer as a way to leverage you for higher pay. If you give in and raise their pay you are setting a dangerous precedent. If you think their pay is consistent with the current job market and their actual contribution to the company then consider accepting their resignation immediately and escorting them to the door in full view of the other team members. Have their desk cleaned out and personal items boxed and sent to them. This will set a healthy pattern for your team.
- After the person is escorted from the office, convene your team and explain that the person handed in a resignation and it is your policy that when people hand in a resignation they are immediately terminated. And... (this is the important part) tell you team that if they are ever unhappy with their job in any way they should come to you first so you can talk it out and identify possible changes. Finding a job and handing in a resignation only has one outcome. Immediate and final dismissal.

## Bonus: New team member onboarding essentials

Here are a few ways to make new employee onboarding as consistent, painless and effective as possible.

- Be ready with a one page "Company Policy Cheatsheet" with everything the new employee needs to know about things like vacation time, sick time, hours of operation, pay periods and pay days, retirement program, emergency contacts, benefits, etc...
- Be sure the employee is aware of all company policies and has signed non-disclosures, non-competes, and other required paperwork. Ideally send this to the employee before their first day so they can walk in with everything done.
- Assign the employee a Mentor for company career and culture guidance. This Mentor should not be their Boss.
- You had a several team members interview the prospective employee, you should also have an onboarding team to help with the various onboarding aspects. Spreading out the work helps introduce the new employee to more people in the company.
- For the first few weeks have twice weekly check-ins to be sure all is going well with the new employee. Deal with issues quickly.
- On day one be physically ready for the new employee. Have a desk, computer, cell phone, business cards, etc... all ready.
- Plan a first day team lunch to introduce the new employee and start the socialization process.
- Prepare a first month orientation/training program to fill in any needed skills and share it with the new employee.

