



Train your new employees with less stress

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Whether your team shares an office or you're working together virtually, training a new employee begins before the start date arrives. A little planning goes a long way toward helping your newest staff member get oriented and up to speed.

Having a customized checklist can help you make sure to track your onboarding process. Use some of the items below and add more that suit your organization and your team.

Before the first day

- See if HR needs any outstanding documentation before your new hire starts.
- Check to make sure your new hire will have any needed badges and computer access on day one.
- Ask the people currently working on the tasks you want to assign your new team member to write up instructions. If you already have instructions, have your team review them to update as needed.
- In addition to scheduling any formal training, assign team members to train or mentor the new person.

The first week

- Introduce the new hire to the rest of the team.
- Find out as much as you can about how your new team member learns best. That way you can tailor your onboarding approach.
- Give lots of constructive feedback. Praise what your new member seems to learn without effort and offer support to work through the learning curve for more difficult assignments.

The first month

- Start an ongoing conversation about talent development. What are your new team member's long-term goals? See if you can start plotting a course together.
- Prepare your new hire for what to expect in the first year. Be sure to give enough background and other information to help pave the way toward success.

By being thoughtful and planning ahead with your team's onboarding process, you can help take extra stress out of a new hire's experience with your team from day one.

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