

## **10 Tips for Employers on Welcoming New Hires**

*A new employee's experience on their first day and during the first few weeks is critical to their overall impression of your company. Below are some suggestions to make the transition into a new company and new role as smooth as possible.*

1. Make sure the new employee's office area is clean and the desk drawers don't have any unnecessary items from previous employees.
2. Have the new employee come in later than normal on the first day, so that when they come in, you can give them your full attention.
3. Review policies and procedures thoroughly and allow plenty of time for questions.
4. Make sure current employees know when the new employee is starting and include a short bio on the employee.
5. Inform the receptionist of the employee's start date and the correct pronunciation of their name.
6. Introduce the new employee to other staff members and designate one person to be a point of contact for questions or concerns over the first few weeks.
7. Have business cards and a name plate for the desk printed ahead of time.
8. Have logins, email accounts and passwords ready.
9. Give a tour of the office, being sure to point out restrooms, supply areas, break room, parking areas, etc.
10. Inviting a new employee to lunch on their first day is always a nice touch.

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