CAMPBELL & COMPANY

5 KEY ELEMENTS
TO CONSIDER WHEN ONBOARDING NEW TEAM MEMBERS

1

ONBOARDING AND RETENTION START WITH THE RECRUITMENT PROCESS.

Writing an inclusive and tailored job description, conducting thoughtful interviews that also provide candidates with an insight into your leadership style, and executing an equitable process are all signs that demonstrate to a candidate that your organization might be the right next step in their career.

2

SET ASIDE TIME TO PREPARE.

This can include setting up orientation; technology and paperwork; arranging the onboarding schedule (structured and unstructured time); collecting work samples and reading material for downtime; and assigning a mentor or buddy.

At Campbell & Company, we established a mentorship program for the first 12 months of employment designed to provide new employees with varied perspectives both within and outside their specific teams.

Before their first day, the hiring manager should introduce the new team member to the entire organization with a short professional bio but also a couple of fun and interesting facts that could be conversation starters down the road, and encourage everyone to send the new hire short, personal notes to create a warm and welcoming environment.

3

IT'S ONBOARDING, NOT ORIENTATION.

Orientation suggests a short-term, initial introduction to basic organizational information, whereas onboarding suggests an in-depth, thoughtful training program that may last anywhere from 6 to 12 months.

4

TAILOR THE PLAN.

There are certain foundational elements to every onboarding plan, but for instance, roles with management responsibilities will be different from individual contributors. Starting from a template or existing framework and building in time to adjust based on seniority and/or scope of the role will help you move quickly and ensure equity.

Also, consider giving the new hire autonomy to customize their plan as they'd like, encouraging them to reach out to individuals that are outside their immediate team.

5

BUILD IN COVID CONSIDERATIONS FOR A VIRTUAL AND/OR HYBRID ONBOARDING PLAN.

Planning for the unknown can be tricky as the state of the pandemic changes rapidly. Above all, being flexible and adaptable will demonstrate your openness to the new hire's unique needs and alleviate any potential anxieties for existing staff who might already be stretched thin with the vacancy(ies).