



Onboarding the Best!

Where do you start?



Before the 1st day:

- Reach out and confirm arrival time and place
- Develop a training plan
- Assign administrative support if applicable

On the 1st day:

- Give them a tour
- Take them to lunch
- Make introductions
- Set up IT/ID/Voicemail needs

Keep going!

Manage their progress and assess their needs, pay attention and make it a great experience!

Who Can Help?



Administrative professionals in your area can:

- Set up technology
- Schedule meetings
- Order supplies
- Sign them up for training, complete the paperwork

Fellow colleagues can:

- Teach and demonstrate Lehigh culture
- Share resources
- Make connections

HR can:

- Sign them up for HR related events
- Provide you with more resources
- Invite them to the New Hire Facebook group

Why is this important?

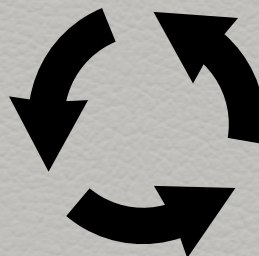


- ✓ Increased Efficiency
- ✓ Quality of Work
- ✓ Lehigh & Job Expertise
- ✓ Client Satisfaction



20% of employee turnover happens within the first 45 days - AND- It can take 8-12 months to train a new person and cost thousands of dollars to re-hire

When does this process end?



Remember it's a process not just an event. It can take 1 year or more depending on the complexity of the role. Reach out to your HR Talent Acquisition Team for additional information if needed.