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 its 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.

#WHEREPASSIONMEETSPOSSIBILITY