Guest,

Welcome to:

**Hiring is Step #1... Now, Up the Odds of Success - The Keys To Onboarding**

Presented by
Lighthouse Consulting Services, LLC
OVERVIEW: FAR TOO OFTEN...

- Spend time “creating” position
  - Months deciding on new slot, or
  - Months before acting on underperformance

- Talent search takes time
  - Identifying
  - Deciding
  - Hiring

- Then we toss new hire in the deep end of the pool

**Featured Guest:**
Larry Cassidy
Senior Consultant, Lighthouse Consulting Services, LLC
Phone: 310:453-6556 x 411
Email: larry@lighthouseconsulting.com
Website: www.lighthouseconsulting.com

**Host:**
Dana Borowka, MA
CEO, Lighthouse Consulting Services, LLC
Author of *Cracking The Personality Code*
Phone: (310) 453-6556, ext. 403
Email: dana@lighthouseconsulting.com
Book: www.crackingthepersonalitycode.com

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3130 Wilshire Blvd. Suite 550
Santa Monica, CA 90403
T 310.453.6556
F 310.828.6987
reception@lighthouseconsulting.com

- In-depth Workstyle & Personality Assessments
- Interpersonal Coaching
- Workshops - Cracking The Personality Code
- Career Guidance
REALITY FOR THE NEW EMPLOYEE

- You walk into a strange shopping mall
- No idea where you are
- No idea where stores are located
- Required: You Are Here 'X' and a map

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REALITY FOR THE COMPANY

- New employee hired to create a result
- The better informed, the better the result
- The more 'welcome' the new hire, the better the result

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WHAT TO DO?

- Create an on-boarding plan
- Include key current employees
- Appoint a Week 1 'Buddy' to assist new hire
- Sent plan to new hire before start date
- Follow up on who-does-what for new hire
ON ARRIVAL

• Receptionist well-briefed, expecting new hire
• Supervisor, Buddy notified…meet new hire
• Supervisor/Buddy escort to new hire's office

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FIRST DAY (INFO)

- Office fully ready
  - Computer/phone set up

- IT, Buddy brief new hire
  - Equipment
  - Processes/systems/procedures

- Office tour

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FIRST DAY (WELCOME)

- Meet with Supervisor: Welcome
- Meet with HR: Details
- Lunch with teammates

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FIRST WEEK

- Meet other workmates
- Introduced to key staff members
- Meet with Supervisor
  - Describe organization, how it works
  - Review job description
  - Establish 30-, 90- and 180-day expectations

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FIRST 90 DAYS

- At 45 days: new hire feels comfortable
- At 90 days: team accepting employee
- Give new hire short- and long-term tasks
- Review performance frequently
- Maintain 'open door:' many questions

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Click Here to contact our Featured Guest directly.

Click on this link to sign up for our upcoming Open Line: 'Do You Know What Your Company Culture Is? It's Essential for Hiring'.

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