



HOW TO ONBOARD YOUR NEW STAFF

EMPLOYER'S
TOOL KIT



OBJECTIVES

Onboarding is the critical period for orienting and integrating new staff into the company and making necessary adjustments to accommodate them.

The **Staff Street Onboarding Toolkit for Employers** is divided into two sections:

1. Mindset
2. Toolset

At Staff Street, we believe the best strategy for onboarding a new hire is by having the right attitude and the right set of tools.

Our objective with this toolkit is to help **employers** cover all the bases when it comes to transitioning towards a healthy professional and productive relationship between them and their new hire

MINDSET

As entrepreneurs, it's easy to share and impart your vision with people. It comes with the job. But sharing the *responsibilities* for bringing that vision to life is something else entirely. Trusting other people with your work comes with risk. But it also comes with the opportunity to grow.

During onboarding, entrepreneurs have a short but critical window to take advantage of people's eagerness, curiosity, and energy to lay a good foundation for building a great relationship.

Here are tips to get you into the right mindset.

01 SIMPLIFY.

The key to effective information transfer is about *how* you convey information just as much as it is about *what* you convey.

- List down all pertinent information.
- Simplify your instructions. Aim for understanding, not completion.
- Be strategic but straightforward. Don't throw everything at your new employee and hope for whatever sticks.



02 BE TRANSPARENT

People are more likely to communicate their thoughts and ideas when they know that their input is being valued. Establish an open-door policy between you and your employees by example.

- Talk about your plans and projects. Let your employees know *how* they can be a part of them.
- Encourage feedback. Value the input and insight of your employees by engaging them thoughtfully.

03 BE PATIENT.

It takes time to build a team that you can rely on. It will certainly take time before your team is comfortable and confident enough to keep pace with you.

- Transfer information clearly and purposefully.
- Give your new hires a window to process and implement each new information you give them. Allow them to figure things out on their own.





TOOLSET

Forethought and preparation is the key to making it work.

As entrepreneurs, we want to communicate responsibilities and roles as clear and as efficiently as possible. Preparing a kit of productivity tools and access accounts can help initiate a more seamless integration. It also sets clear expectations and rolls out roles and responsibilities in an organized and transparent way.

Here's a checklist of tools new employers should take note of when they're onboarding their new employees.



TOOLSET

01 CONTRACT

- Make sure that both parties have an updated and finalized copy of the contract.
- Avoid and correct discrepancies
- Go over and clarify any questions

02 EMPLOYEE PROFILE

Set up an employee profile on important platforms. Make your employees feel welcomed and ready to start as needed.

03 ACCESS & LOGIN KEYS

- Itemize the important software and systems your new employees are going to need
- Provide access and login keys

04 PRODUCTIVITY & SPECIALIST TOOLS

Procure and provide productivity and specialist tools that are important to the job.



TOOLSET

05 COMPANY VALUES AND HISTORY

- Discuss the company history, where you are and where you're going.
- Share company values.

06 COMPANY POLICY & CULTURE

- Orient your new hire about your company policies
- Grant your new employees access to the community channels and platforms used by the company. Make them feel included and part of the team.

07 ORGANIZATIONAL BRIEF

Profile your team and your organization. Let your new employee their immediate supervisors, the people that they can turn to for advice and help, and so on.