

ONBOARDING OF NEW HIRES

Onboarding is more than completing new hire paperwork or attending orientation, it's a collaborative, strategic approach that provides new employees with the information, resources, and tools that they need to meet organizational goals.

A Clear and Consistent Onboarding Plan Will . . .

- Increase new employee productivity** by training them to navigate the policies, procedures, and culture of the District.
- Improve retention rates** by providing the information employees need in order to feel engaged, connected, and successful.
- Provide in-depth, tailored, and timely information** over an extended period of time, making new information more applicable and retainable for an employee.
- Streamline processes** that enable hiring managers to deliver high-quality, consistent, and accurate information to all employees.
- Foster a culture of **employee engagement**, where all employees feel that Shelby County Schools is a great place to work.



BEFORE FIRST DAY

Confirm position information verbally and in writing
 Connect to review first-day logistics
 Prepare for new employee's arrival



THE FIRST DAY

Welcome by the team
 Incorporate senior leadership
 Focus on mission, values, and goals
 Communicate resources or networks



THE FIRST WEEK

Ensure direct supervisor/managerial involvement
 Orient employee to organization and employee norms
 Assign meaningful work



THE FIRST MONTH

Monitor performance and provide feedback
 Provide essential training
 Seek professional and personal development opportunities

