

New Hires 101:

According to Judith Enns, Executive Career Advisor at HR Solutions, Inc. one out of every 25 employees quit on their very first day. This is due in part by the way employers welcome their newly hired employees and poor on boarding practices. Poor on boarding and lack of training is one of the major reasons as to why employees leave their jobs within the first year. By now you're probably wondering, how you as a manager can prevent your company from losing new hires. Here are a few ideas:

Give a Warm Welcome

Be sure to give your new hires a warm welcome on their first day. There's nothing worse than having a new hire come in on their first day and not be acknowledged. A new hire's first day should include:

- Warm greeting at the door or at the front desk
- Introduction to coworkers and brief explanation of what each co worker does
- Walk through of the facility

Make your newly hired employees feel as though they are part of the family. Being the new person in at a new job can be very stressful and uncomfortable and it is your job to make sure that your new employees feel welcomed.

Manager/Employee Relationship

It is extremely important to develop a professional relationship with your new hires. Managers should show their interest in their employees as human beings and not just people who work for them. Lines of communication should always be open between managers and employees. Don't be afraid to ask for feedback and make an effort to check in on a weekly basis with your new hires. Most importantly, foster a fun and respectful work environment. Taking the time to develop and maintain a relationship with your new hires makes them feel that they are valued within the organization.

Work with Purpose

Make sure your new hires are given assignments that have meaning and purpose. It gives them a sense of responsibility and also boosts their confidence. Assigning work with a purpose motivates your new hires to perform at their best as they know you are relying on them to achieve great results.

Show Appreciation

"Thank you" and "great job" should be two of many phrases that managers include in their language when working with new hires. Managers who show appreciation for their employees and give recognition for achievements and/or success are more than likely to be successful at retaining their new hires. Show your employees how their hard work aided in the growth of the organization or what impact it made on the company. Something as simple as saying thank you can go a long way.

