HIRE Onboarding Best Practices

* Introduce the On-Boarding process during their training
* Help potential new employees obtain necessary documents (ex. Court doss needed for background check)
* Bring new staff in day before they start in field to review basic rules
* Pair new employer with mentor (ex. Journeyman)
* Formal mentor program
* Job shadowing
* Check-in’s with new hires for 1st six months
* Allow new hires to share concerns in a group setting (some may not be comfortable expressing concerns individually)
* Celebratory lunch with new hires
* Address issues face to face and come up with solutions before it’s too late
* Communication and partnership with partner agencies at every level
* Implicit Bias training and crucial conversation training
* Teaching “unwritten rules” to new hires/culture of organization
* Participants as ambassadors of HIRE Initiative
* Share honest feedback with employer partners (even if uncomfortable)

Top Three

* Leadership setting the tone
* Consistent communication between Partner Agencies and Employers at every level
* Mentorship for new hires