

WELCOME TO THE TEAM!

The checklist for optimising your onboarding process. A smooth start: what's the best way to onboard a new employee? Make sure to include every step and you're sure to make a great first impression.

[Digital guide with checklist](#)

Onboarding in the War of Talent

More and more vacancies aren't being filled. At the same time, the number of job seekers is falling: for example, in Flanders there are **fewer than two applicants per vacancy**, and in the Netherlands there are **even more open vacancies** than job seekers. With the current economic climate, the search for the ideal candidate was already a challenge, and unfortunately it doesn't look like things are going to improve any time soon.

So to attract the right talent to your organisation, you need to stand out from the crowd. And in a good way. All those big promises and inspiring stories shouldn't just evaporate once your new team member has signed on the dotted line. This explains the increased focus on good onboarding – but there's always room for improvement. In around 40% of cases, Belgian employees still receive too little information and support when they join a new company. And in the Netherlands too, onboarding isn't always sunshine and roses: only 29% of the new starters there would recommend their new employer during this phase.

The conclusion? The earlier, more strategic and more personal your onboarding, the more successful your new employee will be at your organisation.

We've made a **handy checklist** of tips and tricks so that you can find the best way to help new employees become part of your story.



A welcome card for a new co-worker is a must, but flowers or personalised chocolate can be a wonderful extra. With Kadonation Select, we're happy to help you choose **memorable gifts**.

CHECKLIST

Optimising your onboarding process.

1. Preboarding



Round of applause

Your new employee accepted your offer. You're allowed a little pat on the back, but don't get too carried away: your new recruit **hasn't actually started yet**. They might have questions or doubts about their decision. That's only human after all.

The worst thing you can do right now is forget about them until their first day. A new employee is often **really interested** in learning more about their future employer and wants to share that knowledge with family and friends. So be sure to take the time to go through the **following step**.

Checklist:

- Get the **contract** signed.
- Agree on a **start date**.
- Organise a way to **introduce** them to the company (a virtual tour, welcome videos from the management team,...).
- Designate an **onboarding buddy** to act as their first point of contact for questions. They will guide the new joiner and are always on hand as a sounding board.
- Already provide some **key bits of info** (values, mission, how the company started,...).
- Invite the employee to an **after-work/company party** if there's one coming up before their start date.
- Send a (**personalised**) **welcome gift**. This could be, for example, an aperitif box (to celebrate their new job with friends), a postcard or a bunch of flowers.

2. Right before they start

The devil is in the details

As an employer, it's best to clear up as many uncertainties as possible to ensure that the first day goes smoothly. This is where you need a detailed plan because you're often dependent on others to get everything sorted out.

Checklist:

- Provide the **practical information** upfront (parking, start time, any dress code,...).
- Also give them an idea of how their **diary** will look for the first day or two - this will reduce those first-day nerves.
- Make sure all the **equipment** they need is ready (activate their e-mail address, give them access to internal communication platforms, activate their badge, set up their laptop and activate their phone provider,...).
- Agree with the new starter which **private information** may be shared internally and already announce their arrival within your company.
- Plan an **introduction** to the management team and the people they'll be working closest with before their diaries get filled up.
- Sort out any **additional documents** that need to be signed (non-disclosure agreement, GDPR policy, portrait right and copyright,...).
- Check that any **extra benefits** they might be entitled to are ready (company car, insurances, meal vouchers,...).

3. First working day(s)

First impressions last forever

You've been busy getting your new recruit ready for an exciting first day at work, but **the real first impression** is yet to come. Make their first day **memorable** and **personal**, because this immediately sets the tone for the rest of their career at your organisation.

There really is no better feeling than your new joiner heading home brimming with enthusiasm at the end of their first day. And as a bonus: you've just got yourself a **new company ambassador!**



Checklist:

- Get any **remaining paperwork** signed.
- Give the new team member a warm welcome on the internal communication platform – it's a great feeling to log in for the first time and already receive some **virtual welcomes**.
- Give them a **tour** of the company.
- Connect on **LinkedIn** (and ask your colleagues to do the same).
- Ensure that the **management team** gives them a **personal welcome**.
- Plan an **informal meet and greet** with the team (a team lunch or after-work occasion).
- Take them by **surprise** with a **welcome gift** of flowers, a card or a gift (voucher) at their (home) office.
- Together with the new starter, set short- and long-term **goals** so they feel like they're immediately delivering value. This can also be done with their line manager.
- Make sure that the new joiner gets to know their **direct colleagues** and plan meetings for this if necessary.
- Give the new employee the **time** to settle into their new environment. There are internal communication platforms to learn, new names to remember,... so don't plan their diary too full.

End of their first day?

Don't forget to ask about their **first impression**. What was their experience? Anything that could be improved, or questions that have not yet been answered? Provide a short moment to reflect to give your new colleague peace of mind. This will also allow you to quickly detect any problems. The interest you show in them will certainly not go unnoticed.

Send tangible wishes instead of a message that disappears with one click. A **small effort with big results** that is bound to surprise.



4. The following weeks and months

Phew, we're over the first hurdle!

On average it takes about six months for someone to really settle in, so take your time to proactively follow up with the new starter. Perhaps there are other new recruits you need to take care of, but remember that onboarding doesn't stop after the first week. In this phase it's time to **deliver on your promises** and build the relationship between the new employee and the company.

Checklist:

- Let the employee also **develop contacts** with people they work less closely with.
- If you're using a buddy system, **catch up with the buddy** and get their take on how the onboarding has gone.
- Informal 'how are you?' conversations** are so important. But a word of warning: only ask these questions if you actually have time for a proper conversation.
- Run short **surveys/happiness checks** after 30/60/90 days.
- Birthday coming up? Give them a **nice gift!**
- Ask for **feedback** on the onboarding process (and do something with those insights).
- Are you getting positive feedback from other team members about the new employee? Then pass that **recognition** on!
- Provide **info** about opportunities for training and development.
- Schedule a **mini photo shoot** so you can also share the arrival of the new team member via social media or the internal newsletter. If you have a team page on your website, make sure the new starter also gets a place.
- Is all of their **equipment** (like their laptop) **working properly?**
- Review the first **milestones** and set **new goals** for both the short and long term.



Celebrate special occasions

together to increase motivation and job satisfaction, and before you know it, your new employee will be celebrating their one-year anniversary. Expressing appreciation is really rewarding, but on an anniversary you can do a little more.

How about a surprise in the form of a nice gift or a voucher they can spend in various places?



KADONATION SELECT

Give the **right gift at the right time**, as simple as can be.



An original, personalised employee gift in just one click: that's what **Kadonation Select** is all about. That frustrating search, the organisation of it all, and then the follow-up admin too? Let us take care of that. And best of all? Kadonation Select is completely free.

Discover our gifts

Start your free trial

