

Week 38 Focus – Onboarding New Team Members

Focus Question: What is important to communicate about your business?

DESCRIPTION

In bringing people onboard to your team it's really critical that you:

- Are clear on what the task requirements are
- Get specific with what the end result needs to look like
- Provide check points to review and adjust the actions undertaken

STORY

Onboarding New Team Members:

It's likely that you may be bringing on new team members, and also doing this in a virtual setting. As you approach onboarding your new team members consider sharing:

- What the business is about
- Key business values – what's important in every touchpoint (speed, accuracy, quality)
- Philosophies of the business
- High level priorities
- How their work fits into the other sectors of the business
- Expectations about work, punctuality, output
- Confidentiality and Ethics

On the work front you will also want to discuss:

- Job requirements
- Reporting
- Information sharing, security and privacy
- Feedback loops
- What else?

ACTIVITY

This week make a list of all the things you want to cover in onboarding new team members. What materials are needed? What support?

CONNECTION TO THE WORKBOOK AND PLANNER

Going back to your values and vision as a business, what is important to communicate? Many of the areas we explored – values, strengths, can be explored with others.

“ ..the biggest reason why people fail or underperform has to do with the culture and politics of the organisation. So I focus a lot on basically three things: how we are going to help this person adapt to the new culture; how are we going to connect them to the right people and help them form the right relationships; and how are we going to be sure that we really align expectations in every direction so that they're set up for success...”

– Michael Watkins, *The First 90 Days*