

Read About This Report:**BestWork Onboarding Keys**

Once the selection process has identified the right hire, the next step is to bring that person onboard and help them become productive as efficiently as possible. This BestWork report looks at that new hire and identifies the steps that will be most effective in onboarding this individual.

Acting on these suggestions can shorten the time before the new hire becomes productive in their new position. Proper attention at this stage in the new hire's career can pay dividends in terms of retention and performance.

Onboarding Keys:**Learning New Job Knowledge & Processes**

- Learns new skills, new knowledge and new procedures quickly
- Important to cover all key parts of training as faster learning in some areas can cause you to assume they know more than they do

Details of New Job

- Can sometimes focus too much on the details
- Must understand the big picture and the objectives of this job

New Procedures & Rules

- Needs to know critical rules and procedures and where flexibility is acceptable

Meeting Co-Workers

- Generally friendly with new co-workers from the beginning

Stress of New Position

- Feels a reasonable level of stress when taking a new job