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**TIPS FOR TURNING
NEW EMPLOYEES INTO
GREAT EMPLOYEES!**

EXACT
RECRUITMENT SERVICES

surround yourself with great people

"Surround yourself with great people"

Exact Recruitment Services is committed to providing exceptional service to both clients and candidates. Our goal is to partner with you to offer practical and effective solutions to your recruitment needs and to help you surround yourself with great people!

This list contains some helpful guidelines and strategies designed to assist you to manage the training, development and ongoing performance of employees who are new to your organisation.

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Tips For Turning New Employees into Great Employees!

Always provide new team members with the following:

1

Job Description

- Include the duties and responsibilities of the position
- Outline frequency of the duties
- Measures of performance such as KPI's, KRA's or your own internal system

2

Induction

- Discuss specific company values and specific behaviours that typify these values
- Outline OH&S procedures, hours of work, meal breaks, and general operational matters

3

Meet and Greet

- Introduce your new employee to other team members
- Assign a mentor or buddy who can be an invaluable guide, sounding board and 'cultural interpreter' for the new team member

4

Performance Management

- Monitor progress by meeting one-on-one with your new team member regularly
- Refer to the job description to identify specific tasks and performance criteria to assess progress
- Set activities and goals to be achieved within a specific timeframe
- Document agreed actions and outcomes from these meetings to ensure both you and the employee have a common understanding as to what was agreed. Remember the old saying 'The faintest ink is more reliable than the clearest memory!'



Remember – all new employees will assume that what they are doing matches your expectations unless they are told otherwise. Feedback about what's working and what's not working is critical so they can either repeat or modify their behaviour.

"Positive feedback reinforces positive behaviour!"

For more information regarding
new employees and solutions to
your other staffing needs,
call Exact Recruitment today.

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