**New Hire and Onboarding - FAQ**

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The onboarding process begins at the offer stage, but continues through the first year of employment, with check-ins and additional trainings being a part of that process. Onboarding affects an employee’s overall view of the company for the rest of their time with the organization. New employees are naturally anxious – showing them a positive culture and providing them with all the tools they need upfront is important.

**1.What are the most Important Orientation Forms?**

* The I-9 form (Section One on day one and completed in full by employer on the third day after hire.)
* State and Federal Tax Forms – It is important to closely review these forms, as it can be difficult to follow-up with employees after hire.  Employees who elect “exempt” on their tax form should be noted in the system, as the status may have to be re-elected annually.
* A record of the employee’s start date/job title/employment type and status/pay – could be a signed offer letter, a simple new hire form, or a part of an online process.
* Training forms – particularly important are sexual/other harassment training, non-discrimination/retaliation and safety training.  HIPAA and privacy training may also be required in certain organizations.
* Confidentiality/conflict-of-interest forms.
* Employee background or drug release forms, if ongoing checks are required.
* Benefits paperwork.
* Handbook sign-off.
* Other important notifications to the employee specific to your company.
* Sign-off form for orientation content.

**2.What other considerations are there related to onboarding**

* See the performance management section of this guide related to starting an employee off “right” when in a new position.
* Team/Culture – The employee wants to fit in and may be nervous in their new job.  Make sure they are introduced to the team and receive strong orientation on culture and values.
* Provide them with a schedule of events and try to ensure that they are taken to lunch and checked in with frequently, particularly during their first week – you might assign a “mentor”.
* Have their tools ready to welcome them.  If they need a computer, pens, notepads, etc. have them on their desk on the first day.
* Make sure there is a process to get them ID Badges, log-in information, etc.
* Discuss training checklists with managers – often things get missed otherwise.
* Make it a fun and welcoming process.  It is a big day for the new employee, even if it is just another day for a hiring manager or Human Resources representative who onboards frequently.