

The Next 90 Days


After ensuring that a new starter has a great first day, following this experience through over time is key to getting the most out of their skills. Making sure that communication within the workplace is clear and open is the most important step in achieving this. Using **upward and downward** communication effectively will give new employees the support they need from others within the business. Socialisation, job instructions, and feedback are the key points to focus on when it comes to this. Continue to communicate what needs to be done and by when. Provide regular feedback through meetings and debriefs to keep the new starter up to speed.

Setting up a **mentor** for the employee can be a great way to help an employee settle in and socialise with new people.

Effective upward communication helps an employee to raise any concerns with their manager, whilst directing technical questions to their mentor or buddy. The key part of making these communications successful is to set up regular meeting times to get your new hire comfortable in talking to you, as well as talking about their performance.

The first three months for an employee is where a crucial part of their development and learning will take place. Creating a plan of measurable milestones that an employee can work towards as part of a Personal Development Plan is a key step in rounding out your onboarding process. Hold one-on-one meetings every few weeks to keep up contact and check progress, and arrange for a comprehensive three-month meeting to evaluate performance and plan the next steps.

Summary

When implemented well, onboarding can be the difference between a happy employee who can fulfil company expectations and a dissatisfied employee who'll look to leave much sooner than expected. Effective onboarding can have a significant impact on staff retention, as well as protecting and enhancing your employer brand. The IT industry and technology scene is constantly changing. If you are having difficulty onboarding technical talent and are in need of some guidance, download our  **Sourced Onboarding Checklist** here, or **get in touch** with one of our specialist IT Recruitment Consultants.

Sourced Onboarding Checklist

Before an Employee Starts



- Clarify the employee's role, duties and expectations
- Set up their workstation and access permissions
- Get the new starter familiar with the company and team

First Week



- Introduce them to a buddy/mentor
- Give them an initial assignment
- Meet at end of first week to discuss progress

First 90 Days



- Put together a Personal Development Plan
- Continue to check progress and milestones over time
- Have a final meeting at the end of the 90 days to evaluate their performance

