



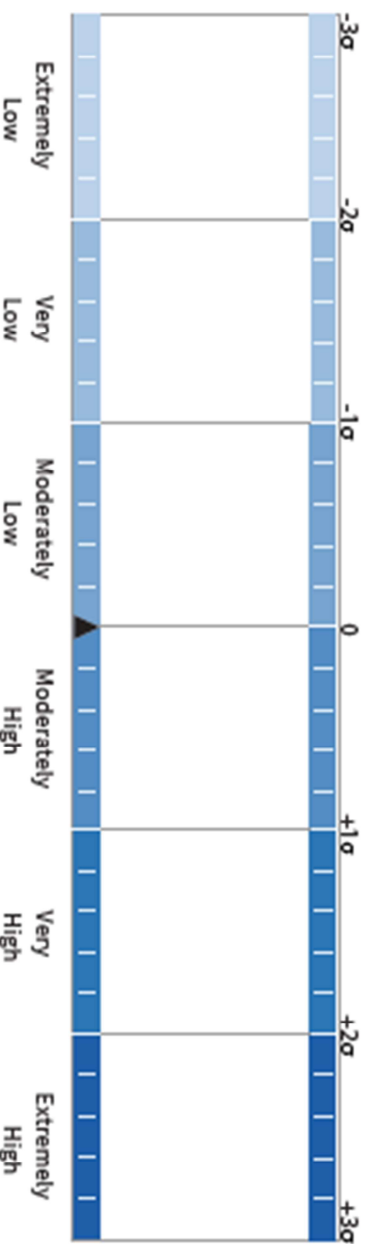
HIRE

Onboarding

All newly hired employees need to feel that you're happy they have arrived! Do your best to make them feel welcome. Just as you adjusted the job advertisement and recruiting process to appeal to the candidates' needs, you can also adjust their onboarding. This helpful onboarding guide recommends some customized strategies to make the first 90 days a great experience.

Directions: Enter the PI® behavioral pattern of the new hire in the space below.

SELF



Directions: Determine the A:B, A:C and A:D Factor Combinations of the new hire. Fill in the appropriate circles in the table below. Utilize onboarding strategies that are a good match for their behavioral style.

<input type="radio"/> A > B: Task Focused	<input type="radio"/> B > A: People Focused
<ul style="list-style-type: none">• Provide them with an onboarding schedule before their first day.• Explain the “big picture” of the position and how it fits in with the organization.• Alternate periods of private time and interaction with team members.	<ul style="list-style-type: none">• Introduce them to others so they can quickly begin to establish relationships.• Give them face time; check in with them in person fairly often• Provide them with opportunities to work with others on project teams as soon as possible.
<input type="radio"/> A > C: Proactive	<input type="radio"/> C > A: Responsive
<ul style="list-style-type: none">• Keep the onboarding moving and varied, with quick bursts of activity, in-person interviews, self-directed learning, etc.• Ask for their input frequently; for example, “Are there others whom you would like to meet with?”• Bring them up to speed quickly on projects related to their role.	<ul style="list-style-type: none">• Prepare their work environment for their first day.• Establish a regular cadence of information sharing throughout the onboarding process and stick to your schedule.• Avoid last minute changes and interruptions. If change is unavoidable, explain the reason for the change.
<input type="radio"/> A > D: Risk Tolerant	<input type="radio"/> D > A: Risk Averse
<ul style="list-style-type: none">• Provide highlights and high-level information rather than details about projects and processes.• Look for short-term opportunities that enable them to produce and make an impact.• Provide appropriate support, but don't constrain them unnecessarily – they are comfortable with risk.	<ul style="list-style-type: none">• Provide as much detail as possible about relevant rules, processes and systems related to the position.• Jointly review the job description and metrics for success early in the onboarding process.• Provide encouragement and support frequently to reassure them that they are performing correctly.