

QUICK Q&A

Answers to not-so-common questions

Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.

Q. How can I give my company's onboarding process a facelift?

A. Integrating a new hire into your organization is a great opportunity to set the tone of the new relationship. It involves more than paperwork and introductions on the first day. It should be a well-rounded process that ensures you're communicating your company's mission, vision and values as well as standard work rules and policies. Rather than bury new hires in a mountain of paperwork and then release them to their workspace, consider these tips to set employees up for success.

- Leverage technology, like [Employee Navigator](#), to support the online completion of forms like W-4s, payroll information and handbook acknowledgements.
- Review how the company's information technology support is provided and what systems the company uses for data protection (e.g., password protection, encryption, multi-factor authentication).
- Consider a mentoring or buddy program. When employees work in silos because of work function, it's difficult to meet others outside a work unit. Assigning an office buddy or mentor from another area of the company supports cross-functional communication and work relationships.
- Communicate year-round. It's important to check in at different points to assess how the work relationship is developing.
- Seek feedback. There's no better way to gauge the effectiveness of your onboarding than asking those who participated, how it can be done better.

Contact us at HRconsulting@bukaty.com to learn more about how Bukaty Companies can help you take a strategic approach in your onboarding processes.

Helpful Resources

[Register for our free recruiting and onboarding webinar](#)

Got an HR question? Let us know how we can help at HRconsulting@bukaty.com.