

The Whole-Person Workplace

Quick Guide to: Employee Onboarding

This guide presents some of the lessons from The Whole-Person Workplace to help you develop a top-of-the-line employee onboarding process that meets your business needs and helps you demonstrate and promote whole-person workplace values for your employees.

These quick guides are free for those who purchase the book. See ScottBehson.com for more resources.

Employee onboarding needs to accomplish several important things:

- The new employee needs to be situated in their job- understand their tasks, roles and responsibilities.
- Orientation needs to cover important legal and HR issues, such as harassment law and workplace safety.
- New employees have to be guided through the logistics of the workplace- paperwork, ID badges, tech, passwords, access to information.

“One of the most important goals of onboarding is to help a new employee make connections that can develop into significant relationships- such as mentors, “best work friends,” and friendships that extend outside of work.” p. 141

The basics are important. As the Center for Parental Leave Leadership’s Amy Beacom says, **“the procedural pieces can derail an entire experience”** (p. 79). No matter how well you design orientation, if the new employee can’t get their parking pass, their first impression of your workplace is torpedoed.

Many employers don’t sufficiently prioritize the human side of their workplace, especially during onboarding. Therefore, in addition to these traditional goals, a Whole-Person approach to employee onboarding should also:

- Introduce new employees to your core values and culture.
- Help new employees meet a wide variety of their coworkers, generating an internal network of people who can help them learn more about the company and its culture, get up and running at their job, and support their ongoing development.
- Recognize new employees as whole people, right from the start.

“Supervisors or those running orientations should take it upon themselves to identify current employees who are best positioned and inclined to provide both instrumental and social support to a new hire. One good way is to compile a list of 10 people who would be helpful to meet while they are getting established.” p. 141

Once you decide to make the extra effort, there are many creative ways to build **Whole-Person Workplace** values into your employee orientation and onboarding- making sure new employees feel well-situated, welcomed, and fully valued.

- Ask about new employees' social activities or charities they support, and put respect on these through gestures, donations or other recognition- sponsoring an employee's kid's youth soccer team, matching charitable contributions, or hosting a fund-raiser.

"If you take the time to get to know your employees' priorities, and then think creatively about recognizing them, there are almost infinite ways to signal sincere interest in your new employees as whole people." p. 143

- For example, if a new employee is involved in their local community theater, you could donate to that theater, or better yet, make sure lots of employees and leaders attend their shows.
- McMurray, a marketing agency, sends cookies to a new hire's house to celebrate the job acceptance; and Talent Plus, a recruitment firm, invites the new employee's family for a tour of the workplace.
- Years ago during grad school, I was on a co-ed softball team. One of my teammates had just gotten a new job. When the team went out for beers after the game, her new employer found out where we met after games, and had arranged to pick up the bill for us. I don't think I need to tell you how elated she was and how validated her employer made her feel that day.

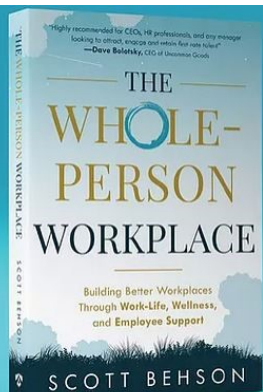
"They really took the time to train, to help me understand the whole process and who I'd be connecting with. They took their time making me part of the team before diving into work." - A happy employee onboarded remotely during Covid, p. 140.

In short, it is important to do the basics of orientation and onboarding well, but you should also take these opportunities to create a great first impression as a **Whole-Person Workplace**.

"It helps a new employee so much if you can give structure to their initial days, make them feel part of real team, and see how everything works together. For the first two weeks, they spend about 2-3 hours a day meeting with teammates and attending trainings. We set up follow-up check-in times so we can really show them what their worklife will be like." - Brie Reynolds, Flexjobs.com p. 66

"Highly recommended for CEOs, HR professionals, and any manager looking to attract, retain and engage first-rate talent"
- Dave Bolotsky, CEO, Uncommon Goods

A smart, practical guide for leaders and employers of all sizes"
- G. Brint Ryan, CEO, Ryan LLC



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See ScottBehson.com and <https://bit.ly/3tSGAQw> for more information.

You can purchase The Whole-Person Workplace at:

