

AFTER YOU HIRE

Best Practices

>> *for the automotive industry*

[TEMPLATE] New Hire Checklist

Being organized and well prepared to welcome your new hire to the company will help them feel accepted, secure in knowing that they made the right decision to join the team, and will help set them up for success in the long term.

When planning for your new hire's start, consider some of the following:

1. As soon as the new hire has confirmed their start date, begin planning for their first day:
 - Determine where the employee is sitting (if applicable).
 - Prepare the employee's workstation. Add special touches like providing a new employee with a company pen or notebook.
 - Ensure that you have placed all signed documents including employment agreements, completed background checks (if required), and reference check documents in the employee's file.
 - Make arrangements to ensure the new employee has all applicable equipment assigned to them and are ready for their use.
2. Arrange to have the new employee's manager onsite for the first day. Arrange for them to meet first thing in the morning.
3. Ensure the new employee is provided with a tour of the office, facilitates, and introduce them to the team.
4. If the manager is not available to take the new employee to lunch, make arrangements for someone else to accompany them.
5. Prepare a New Hire Package that includes all the relevant documents and forms that the new employee needs to review and sign. This may include (but is not limited to):
 - Benefits enrollment forms
 - Retirement benefit enrollment forms
 - Any applicable Tax Credit Forms
 - Security Policy
 - Company Handbook including Health and Safety policies and procedures
6. Plan for the employee to have time to complete applicable new hire training.
7. If possible email the employee ahead of time:
 - Welcome them to the team and let them know how excited everyone is for them to be joining the team.
 - Provide them a general overview/outline of their first day (including their start time and who they should ask for when they arrive).
 - Remind them to bring in all necessary ID and documents that may be required to set up payroll (including: financial institution information, SIN).
 - Remind them of any dress code requirements (such as steel toed boots, etc.).

Get to Know Your New Hire

Within the first week take the opportunity to sit down with your new employee. Use these guiding questions to have a productive discussion where you can both share your answers.

Questions to help you get to know the new hire:

- What excites you most about working with us?
- What is your learning style? (i.e. If you were to build a chair how would you learn how to do it?)
- What is something you really enjoy doing and you want to get to do more of? What is something that you would likely put off doing?
- How do you like to receive recognition for a job well done?
- How do you like to receive constructive feedback?
- How will we know when you are frustrated?
- What do you feel makes people difficult to work with? How do you find a way to work with these people?
- What else would you like to know about me, our company, and/or our culture?

Questions to help you review company goals and priorities and set expectations for the new hire's first three months:

- Review the company's goals and priorities for the next three months.
- Work with the employee to create a three month plan.
- Take the time to discuss what you would like the employee to focus on and what you would like to see them accomplish.
- Agree on a day and time when you will connect on a weekly basis.

Questions to gather feedback on your new hire's orientation experience

After the employee's first week consider asking them these questions so that you can continue to improve your orientation program:

- Was the orientation program provided helpful and informative?
- Was the length of the program appropriate?
- What did you like most about your first week?
- What did you like least?
- Were there any topics or specific content missing that you feel should be added to future sessions?
- Were there any topics or specific content that you felt were unnecessary?

[TEMPLATE] ONE MONTH CHECK IN

The purpose of this discussion is to provide the hiring manager with a touch point with the new employee and to ensure that the new employee is on track for success.

Employee's Name:	Today's Date:
Employee's Start Date:	Hiring Manager's Name:
Do you feel like you made the right decision to join our company?	Employee Response
Has orientation been helpful? What could we do to make orientation more beneficial for you and future team members?	Employee Response
Is the job you are doing today what was described to you during the hiring process? If not, in what ways does it differ?	Employee Response
Are we (am I as your manager) providing you with an appropriate amount of feedback?	Employee Response
Are you starting to feel comfortable with (list specific tools and sites here)? Do you need any additional training on (list specific tools and sites here)?	Employee Response
What do you want to know about the company and/or our team today, that you didn't feel comfortable asking a month ago?	Employee Response
What is one thing we (I and you) can start doing, stop doing, and continue doing to ensure your continued success?	Employee Response
Action	
Reason	
Responsible Person	
By When	

[TEMPLATE] 3 MONTH CHECK IN

Hiring Manager: Take the opportunity to share with the new employee how you think they are doing. Review any recent successes, observations you have made, feedback you have received, explore opportunities for growth and development, etc.

Employee's Name:	Today's Date:
Employee's Start Date:	Hiring Manager's Name:
What are the things you like best/least about your job at this stage?	Employee Response
What are the things you like best/least about the support you are receiving from me, our team, and the company at this stage?	Employee Response
Who do you talk to when you have questions about your role? Would you be able to share anything your peers/colleagues have done to help make you feel welcome and assist you during your onboarding?	Employee Response
Do you feel that you are set up for success?	Employee Response
Internal Tools/Technology/Process/Procedures: Are you feeling more confident using xx?	Employee Response
What can you/we start doing, stop doing, or continue doing to ensure that you are successful?	Employee Response
Other Comments:	Employee Response
Action	
Reason	
Responsible Person	
By When	

[TEMPLATE] PERFORMANCE FEEDBACK

Year in Review & Planning

Employee's Name:	
Hiring Manager's Name:	
Discussion Date:	

Year Goals Review

Include your goal(s) summary here:
Do you feel you achieved more than expected, as expected, and/or less than expected:
Include any roadblocks that you faced in achieving your goal(s). Share any insights and/or next steps:

Your Position Review: If applicable, describe any significant changes in your position and/or job description since last year's performance review.

As a company what would you recommend we:		
Start Doing?	Stop Doing?	Continue Doing?



S.M.A.R.T GOALS

Set three (3) new goals for the next twelve (12) months

S.M.A.R.T GOALS	
GOAL #1	
GOAL #2	
GOAL #3	

SMART Goal Review Checklist:

Once you have developed your goals, ask yourself the following questions:

- Is the goal specific and clearly stated using an action verb? (**S**pecific)
- Is the goal measurable and based on data? (**M**easurable)
- Is the goal challenging yet achievable? (**A**chievable)
- Does the goal align with team priorities and add value to *Company Name*? (**R**elevant)
- Does the goal specify a timeline for achievement? (**T**ime-bound)

Additional Questions:

- As your manager what can I do to support you in doing your job and accomplishing your 2018 goals?
- What else would help you perform your job better and provide great job satisfaction?

DEVELOPMENT & CAREER PLANNING

- What are you doing to further your skills and knowledge?
- What jobs are of interest to you within the next 2-3 years?
- What do you enjoy most about your current position?
- What would you like to do more of?

Employee Overall Feedback:	
Manager Overall Feedback:	