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Easy Ways Hiring Managers Can Make New Employees Feel Welcome

BE THE GUIDE. THE MENTOR. THE CONFIDANT.

- 1 Get to know him personally; meet him for lunch a few days before his start date.
- 2 Assign a "mentor" or "buddy" for the new employee to work alongside for the first few weeks.
- 3 Help the new employee set productive, SMART goals early. Help him feel like a contributing member of the team!
- 4 Meet your new employee for coffee or breakfast on his first day. Set expectations, and calm his nerves!
- 5 Personally introduce him to key individuals in the organization.
- 6 Be available during his first days...make him your top priority!