

HOW TO ONBOARD GRADUATES



WHAT?

“Onboarding” refers to the process of integrating new employees into a business. With graduates fresh out of university, and likely to have limited experience in full-time employment, a long-term, structured onboarding plan is necessary to ensure that they integrate into the company efficiently.



WHEN?

The process of onboarding should start the moment a candidate accepts their offer, and continue for at least the first year of them working at the company.



WHY?

22% of employee turnover occurs in the first 45 days of employment – and this is likely to be as a result of poor (or a lack of) onboarding. A clear onboarding plan can be mutually beneficial – ensuring that candidates feel settled and supported in their role, and helping businesses to retain its new hires, saving them money and time in the long-term.

HOW?

POST-OFFER

The onboarding process starts here.



Make sure that offer letters, contracts and welcome packs are sent out immediately after the offer



Let the candidate know how often they can expect to hear from you between now and their start date (this will depend on the length of time)



Include them in company-wide emails – a great way of making your new hire feel involved before they’ve even started



THE DAY BEFORE



Set up their email address and check that all technology is working



Ensure their workplace is how you would want to find your own – provide stationary, business cards if they are going out to clients straight away, and maybe even some company swag



Call / email to check in with the candidate, make sure they know what they need to bring (passport, bank details etc), and who to ask for on arrival



FIRST DAY



Introduce them to the team and take them on a tour of the office / building / surrounding area



Take 10-15 minutes to sit and explain what will be happening on their first day and what they can expect in their first week



Encourage them to ask as many questions as they want
Maybe take them for lunch or a post-work drink on their first day



FIRST WEEK



Create a clear and well-structured agenda – if they are training, sitting in meetings, or working on projects, tell them when, where, and what they should bring to each one



Encourage them to sit down with their line manager or supervisor to discuss their goals, ambitions and where they see the role developing



Start them working on a meaningful task or project with other team members



FIRST MONTH



Assign them a mentor or buddy who isn't their line manager, so they have someone to go to who isn't their boss



Organise a check-in at the end of the month to ensure that they are happy and engaged in their new role



Ask them to evaluate their onboarding experience – what was useful, and what might need more clarification or attention

WHAT NEXT?

If you want to ensure graduates stay at your business for the long-haul, the process doesn't end after their first month.

Once you've completed the initial onboarding program, retain your graduate hires by:

1 Providing ongoing support from a supervisor, line manager or HR team



2 Planning frequent catch-ups to check they still feel happy and supported in their role



3 Providing opportunities for growth and professional development i.e. promotions, training or study support



4 Offering rewards and salary reviews, ensuring that they feel valued



5 Setting up long-term mentoring schemes to make sure they feel supported at work



6 Delivering company-wide perks to motivate and encourage co-operation across the business

