![veza strategy logo]

veza strategy

On-boarding New Talent

An inclusive transition for a welcoming workplace culture,
as well as improving employee success and retention
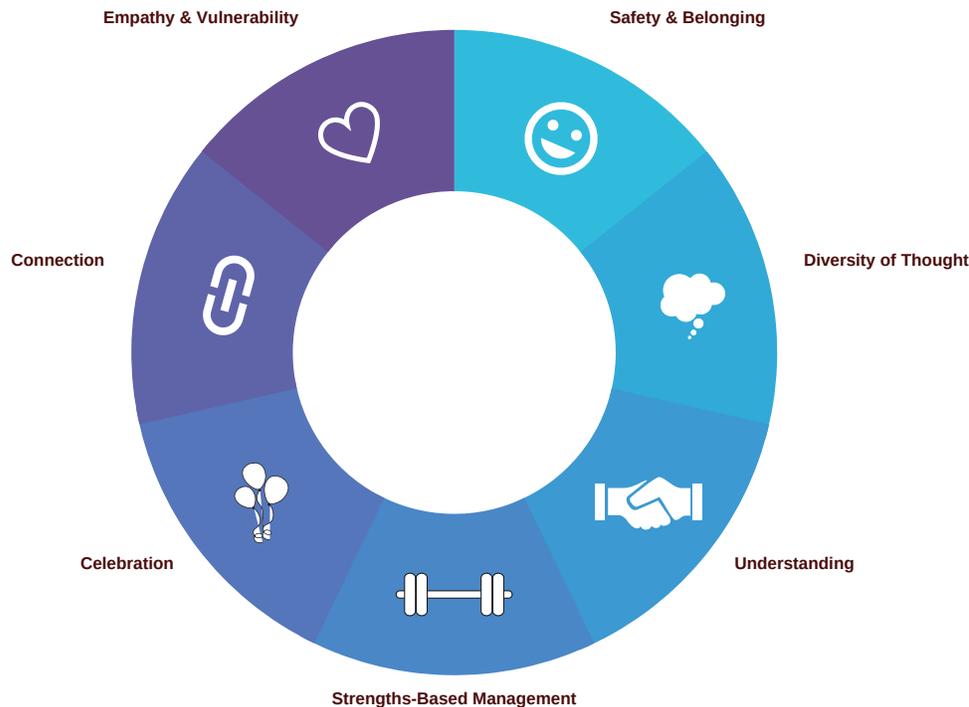
On-boarding

The goal of on-boarding is to create an experience where new employees and the organization feel that they made the right choice in choosing each other. On-boarding programs have been shown to increase retention by 25% and even improve employee performance by up to 11% (ClearCompany, 2019).

On-boarding should be considered a three-month to one-year process. In having additional on-boarding support during this crucial time period, an employee will feel more supported and have a deeper sense of belonging.

A strong on-boarding program leads to a more inclusive culture and will address the components of Veza's Inclusive Culture Model.

VEZA MODEL OF INCLUSIVE CULTURE

- **Safety & Belonging:** A safe, welcoming environment
- **Diversity of Thought:** Seeking opinions and perspectives of others
- **Understanding:** Recognizing people are from different backgrounds and have different experiences
- **Strengths-Based Management:** Focused on bringing the best out in each person
- **Celebration:** Create experiences where people feel joy
- **Connection:** Getting to know people as individuals
- **Empathy & Vulnerability:** Create safe space in conversation

Empathy & Vulnerability · Safety & Belonging · Diversity of Thought · Understanding · Strengths-Based Management · Celebration · Connection
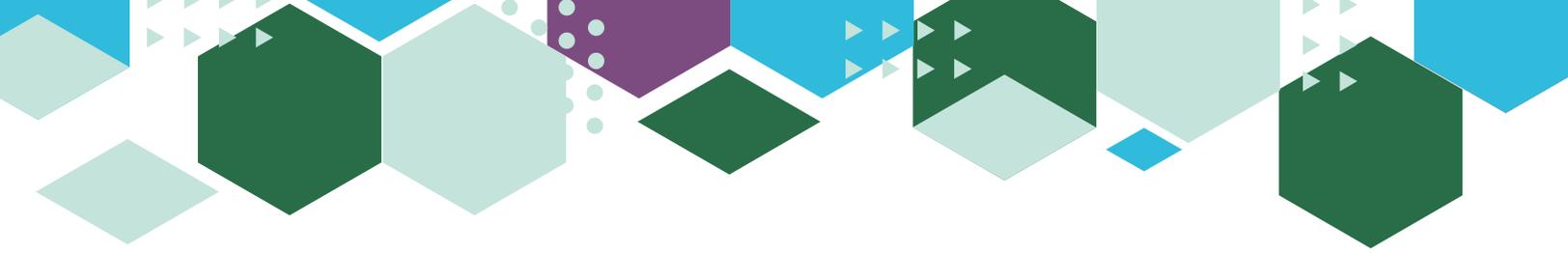
An On-Boarding Process

Pre-arrival

- In the case of a hire from a new country, a person with diverse abilities requiring accommodations, or another sensitive need, the team should meet prior to the arrival to learn and understand how to best integrate the person into the team and help them feel welcome
- Human Resources should let the individual know what time to arrive, explain the expectations around dress code, and introduce them to the manager via email
- The Manager should reach out to the individual to welcome them to the team and lets them know what to expect on their first day, as well as during their first week and first month in their new role
- The hire should be sent a schedule for the first week, including meetings with key stakeholders relevant to their position and anyone else who will be a collaborator or reporting figure, including senior leadership
- HR or the Manager should identify and set up a buddy for the individual to have lunch with over the first few days and help them settle in. Introduce the buddy to the new hire on the first day

First Day

- Ensure the workspace is ready with on-boarding materials, tools, clean desk, and computer with login credentials
- Provide the new hire with their first week scheduleHost a welcome party or lunch (with all staff)
- Provide a tour highlighting the meeting areas for their first weekIntroduce the new hire to their immediate team and others on the floor, ensuring that introductions highlight how the new hire is a culture "add" to the organization
- Ask the new hire how they best like to receive information on projects and tasks (i.e.: email, face-to-face)
- Explain basic housekeeping and items that might help their transition, possibly including a formal welcome guide
- In their one-on-one meeting, the Manager is to clearly communicate responsibilities and expectations, and ask questions to ensure they understand the new hire's perspective on the expectations of their role and how they expect to meet the expectations
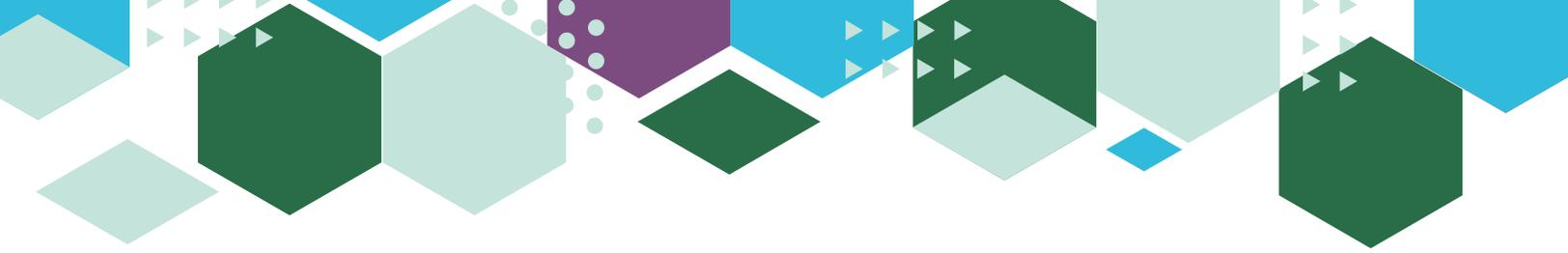
Ongoing

- Create and maintain an employee driven accountability agreement that lays out their goals and activities towards their personal and professional development
- Provide opportunity for professional development
- Ensure funding is available for cultural activities to celebrate diversity in the workplace (i.e.: Moon Festival, Diwali, Eid)
- Create employee committees or resource groups, especially for LGBTQ and Women's groups
- Create open channels for different forms of communication and feedback Incorporate different points of view in meetings
- Give employees opportunities to share their ideas in regular staff meetings and provide input in broader strategic meetings
- Ask for employee feedback (i.e.: surveys, regular check-ins)
- Consciously build trust through transparency, proper feedback, and taking an interest in each individual's professional development

WANT MORE?

Your customized approach to inclusive on-boarding can be designed with support from a Veza Diversity and Inclusion expert.

Click here to sign up for a complimentary consult to learn how Veza can support your organization.