



TRAINING NEW RECRUITS

A simple six point guide to training your first, or 50th, employee.

Recruitment Game Plan

Every employee, regardless of experience, must transition from new hire to fully integrated staff member. A well-designed orientation and training program can help expedite this process, and reduce the likelihood of turnover.

1. Define the Job

Training and orientation actually begin with the hiring process. Each position should have a written job description detailing specific responsibilities, performance and evaluation criteria, relationships with other functions within the business, etc.

2. Define the Training Needs

While a job's title and basic functions may be the same from one business to another, your business may have specific processes, equipment, policies and production standards.

3. Assign a Mentor

If you already have employee on staff performing similar tasks, ask him/her to help guide the new hire through training and orientation.

4. Be Patient

Even veteran workers may need time adjusting to new work environments, processes and expectations.

5. Make Training a Two-way Street

Be prepared to learn something yourself. New employees can provide a fresh perspective on the way your business operates.

6. Keep it Coming

A comprehensive professional development program will help your entire staff acquire skills and knowledge that will keep your business competitive.

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