

## **"How to Onboard a New Employee," XpertHR (partner with Lexis Nexis), April 2012**

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After finding the right person for a position, an employer should take appropriate steps to ensure the individual has a long future with the organization. Establishing a procedure for onboarding new employees will prepare them to succeed and motivate them to work hard. The onboarding and orientation process educates new hires about the business, their position and their role in the overall structure of the organization. The long-term success of new employees is contingent upon a smooth transition into their new role. As set forth below, employers should have a checklist of all the tasks that must be completed for each new employee.

To read more, [click here](#).