

10 STEPS TO SUCCESSFULLY ON-BOARD A NEW EMPLOYEE

TRADEMAX COMMUNICATIONS



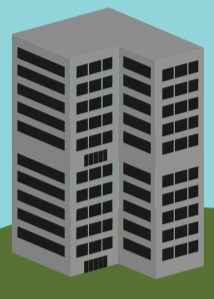
START

1

OFFICE TOUR

The direct manager should take the new employee on a tour of the whole facility. Make sure the employee completes all necessary paperwork to receive a badge and parking pass on the first day. Items to be covered on the tour includes: Conference rooms, emergency exits, lunchrooms, copyroom, rest rooms, help desk, parking garage, and security desk.

TIME TO COMPLETE: Day 1



2

CREATE A WORK PROCESS

The work process should specify:

- Organizational chart
- Direct Manager
- Team list
- Contractors list
- Job responsibilities
- Email directory
- Telephone directory

TIME TO COMPLETE: Day 1-2

4

PROVIDE ALL NECESSARY PAPERWORK

Provide employee with all administrative paperwork (tax, benefits, direct deposit, employment).

TIME TO COMPLETE: Day 1



3

SET UP THE EMPLOYEE WORKSTATION WITH ALL NECESSARY ITEMS

Provide access to a personal computer and two monitors. The computer must have all required graphic design software programs installed including Adobe Creative Suite. Fully stock their workstation with all the required items like pens, paperclip, and a stapler. Include the keys to their locker and instructions for voice-mail activation. Decorate their office or cube with balloons and a small gift item.

TIME TO COMPLETE: Day 1

5

COMPANY CULTURE

Provide employee with the Trademax Code which details the company culture. Ensure the employee reads through signs any accompanying document. The Trademax Code should contain information about dresscode, brand guidelines, protocols and more.

TIME TO COMPLETE: Day 1-2

6

INTRODUCE THE NEW EMPLOYEE TO THE WHOLE TEAM

Introductions help employees assimilate quickly into their new environment. Have the manager schedule a one-on-one meeting with each member of the team especially with individuals they will have to work with daily. Send out a list of questions to prompt quality conversations between the two parties.

TIME TO COMPLETE: Week 1

8

CUSTOMER AND PARTNER MEETINGS

Set up cross-functional meetings with third party groups and contractors. This should include printing companies and production companies. These types of meeting can be held over the phone if the contractors are not available to meet in person. The meeting should help introduce the new hire to the company operations. Please provide the employee with some guide questions for the meetings.

TIME TO COMPLETE: Week 1-2

7

PEER MENTOR

Attach the new employee with a mentor within or outside their team. Use the Trademax Peer Mentor Toolkit to facilitate the meeting sessions. Follow-up with the mentor and mentee to ensure the training plan is being followed and address any concerns either party may have.

TIME TO COMPLETE: Week 1-2

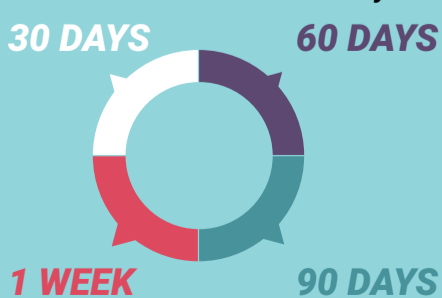


9

LEISURE TIME AND REVIEW

Add some leisure time within the first week to prevent burn out. If necessary, suggest the new employee should take a day off. Schedule a check-in after the first 1 week, 30 days, 60 days, and 90 days to measure their comfort level.

TIME TO COMPLETE: First 90 days



10

REGULAR CHECK IN

Send out a survey and collect notes about the new hire's first 1 week, 30 days, 60 days, and 90 days so you can give formal feedback. Feedback should be constructive but delivered in a conversational tone so you can also learn from the employee.

TIME TO COMPLETE: First 90 days



FINISH