**Create Your Personal On-Boarding Strategy**

The effort to successfully land a new position can be exhaustive. You spend hours creating your personal marketing tools, researching the marketplace, networking and preparing yourself for interviews. When you succeed in getting that next position, don’t become complacent. You still have a lot of work to do in maintaining and building relationships.

If you are fortunate, your new employer will have an orientation or a corporate on-boarding program for you to attend. Many of these programs revolve around completing volumes of new hire paperwork, which include payroll and benefit set-up, new business cards and computer access etc. While all of these are extremely important, I recommend you also create your own on-boarding strategies that focus more on the personal nature of integrating with a new organization.

1. **Introductions**

While you will meet a handful of employees through the interview process, once hired, take the time to personally introduce yourself to as many people as possible. If you will be managing others, it’s strongly recommended to have both team and individual meetings to learn more about each person’s role, style and skill set. Share your personal career story and give others perspective of who you are and why you wanted to work at their company.

If you are in a support role and will interact with multiple departments, make the effort to visit each area, introduce yourself and learn people’s names. If helpful, create your own organizational chart to better understand various roles, relationships and how you will be interacting with, or supporting, them.

Take a moment to write your introduction below.

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1. **Listen**

While it’s understandable you’ll want to show your value and make immediate contributions, be careful not to present your ideas without having listened to other employees. It’s advisable as part of any on-boarding strategy to immerse yourself in the company culture and learn the good and frustrating issues of the department or team. While you learn the internal company procedures and processes, exercise your listening skills and learn as much as possible.

As you listen, jot down what you learn as you listen to others.

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1. **Remain Positive**

The first month in any new position can be very stressful. While you may have previously had a similar role, the new company culture, internal procedures and even the computer systems could make you feel frustrated or overwhelmed. Be patient with yourself. Don’t be afraid to ask for help and remain positive. It’s important you project a positive image as you begin to develop relationships with other employees.

When you may feel frustrated, what are some ways you can be patient and stay positive. Who might you approach to ask for help?

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1. **Weekly Review**

During the first month, set aside time on a weekly basis to assess and evaluate what you’ve accomplished, what you still need to learn and any challenges you’re facing. Create a list of what you want to accomplish the following week and seek guidance or help where necessary.

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| Your accomplishments |  |
| What you still need to learn |  |
| Challenges you’re facing |  |
| What I want to accomplish |  |
| Who to seek guidance from |  |

1. **Shorten Your Internal Learning Curve**

Taking the time to listen, share and learn about the organization and your fellow employees will reduce your learning curve and help you integrate into your new role.

Consider any measures you can take to help you as you onboard into your new role.

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