



Tips for Effective Pre-boarding

Being proactive

Pre-boarding is an effective way to introduce new hires to your company and culture. Staying in touch with a future employee after they accept your offer helps prevent no-shows and acceptance of counter-offers, and sets him/her up to hit the ground running on day one. In addition to common on-boarding exercises, pre-boarding can include informal interactions between the company and the new hire.

Pre-boarding lays the groundwork for day one

Another advantage of pre-boarding is it helps prepare an employee for their first day. They can come into the office and already be familiar with the team, culture and way the business operates. Instead of spending the day getting a tour of the office and meeting with HR, your new hire can instead get right to work!

Pre-boarding examples: How to say hello

Pre-boarding is all about prepping your new hire, as well as drumming up excitement as their first day approaches. How you welcome them depends on your company culture and how creative you want to be. Here are some pre-boarding examples that go beyond the typically company-wide email introduction:

- Schedule a lunch for the new hire, their manager and the team they'll work with. They can meet and converse with everyone in a casual setting.
- If a lunch isn't practical, schedule a video call for the new hire and their team. It's more formal but still gives everyone the opportunity to meet.
- Send the new hire some company swag. If they mentioned their family during the interview, include items for their spouse and kids too.
- If your company hosts a weekly happy hour or other social events, invite the new hire to attend.
- After the offer is accepted, schedule an office tour for the new hire. They can come back in more relaxed knowing they've already landed the job.
- Send all of the new hire paperwork in advance to minimize completing forms on their first day of employment. Consider ordering business cards early and having them ready.