



KGA On-Board

New Hire Assimilation

Best practices in the HR field indicate that a well thought out assimilation process can accelerate acceptance of a new hire and quicken the road to expected productivity for the new employee.

KGA has designed a cost-effective, high value new hire assimilation process that helps with the on-boarding of any new employee into his or her work group.

KGA ON-BOARD HAS THREE IMPORTANT COMPONENTS:

Engaging the Team:

Bringing a new hire into a workgroup is both exciting and unnerving. There are often questions about roles, responsibilities, and what changes may be to come. Co-workers are curious about the new member and what he or she is bringing to the team. Questions left unanswered and assumptions left unaddressed can be a major source of delayed productivity for the new hire and the team. In a meeting facilitated by KGA prior to the new hire's arrival, members of the existing group have the opportunity to plan for the new hire's joining the team and prepare questions and voice any concerns they may have. KGA then works with the new team member upon their arrival; sharing this critical information and helping them to prepare for a meeting with the team at which time they can join with the team, answer questions and begin the assimilation process. This proactive approach engages and energizes the team, helping everyone

to be more focused on the positive energy new staff can bring and ensuring that the team and new hire can be more productive more quickly.

Creating Shared Understanding:

Creating a shared understanding of the company culture and business history for the new hire and his/her new team members is an exciting and motivating experience. KGA uses a unique process to facilitate discussion about these key elements, giving the team and the new hire an opportunity to work together to chronicle key milestones. This helps the new hire quickly understand how history helped form the present culture of the company. This session creates a shortcut for the learning curve experienced by every new employee.

Assimilation Discussion:

This team meeting requires expert facilitation. With the new hire and the team sitting together, it lays the groundwork for the integration of the new employee into the culture of the group. The meeting involves information exchange, integration, fun and engagement!

KGA provides expert facilitators for the assimilation process of any executive, manager, or employee.

To learn more about the program, call Sue Penschansky at KGA or email her at penschansky@kgreer.com.

KGA, INC.

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