**INSTRUCTION-INDUCTION OF NEW STAFF**

Name

Student affiliation

Course

Instructor

Date

When most employers think of onboarding new staff, they typically have a list of to do’s focused on paperwork, vision statement, an office tour, meeting the staff among other tasks. But what is often left to last or totally ignored is a plan that aims on making the new staff members feel welcomed, appreciated, prepared and part of the organization’s culture. While many schools have thought out and mastered the part of bringing on new staff, few do the appreciation and welcome part very well. It is important to note that, the success staff retention and loyalty depends on the personnel induction process, thus, human resource administration is very significant. According to Webb & Norton (2013), personnel costs make up to 75-85% of the typical school district budget. Because personnel are crucial to the achievement of an educational system’s goals and objectives, human resources administration is of central importance. Below is a list of activities that would be carried to ensure that new staff feel welcomed and prepared.

First and fore most giving your new hire a good tour of the organization would be of great significance. Nearly every first day begins with a tour of the organization, but that does not mean it has to be mundane. Don’t just point out where the work station and equipments are found, show them a good place to get some quiet thinking done, where people congregate during breaks, and give them a sense of what the facility is all about. This will assist them adjust to their new surrounding in the right way. Secondly, introduce the new staff to their peers and the team. It isn’t easy being the newbie. Everyone else already knows each other, and new members feel like they are part of the group at first. The sooner they are help assimilate, the sooner they will feel welcomed and prepared. Setting up the new staff’s workplace is also a great way to make them feel welcomed. Give your new staff a clean, organized and stocked place to work right from the beginning. This way they’ll feel like they can begin being productive right away.

Other activities include taking them out for lunch and initiating conversations, being patient with them as they adapt to their new environment, always being available in case the new hires have inquires, giving them a first day of work gift, educating them about the organization’s culture, assigning them a mentor/buddy, doing a follow up to find out how they are doing among many others. With such activities, new staff are likely to feel more welcomed. Notably, staff retention and loyalty will be high.

References

Webb, L. D., & Norton, M. S. (2013). Human resources administration: Personnel issues and needs in education (6thed.).  Upper Saddle River, NJ: Merrill.