

Employee Introduction

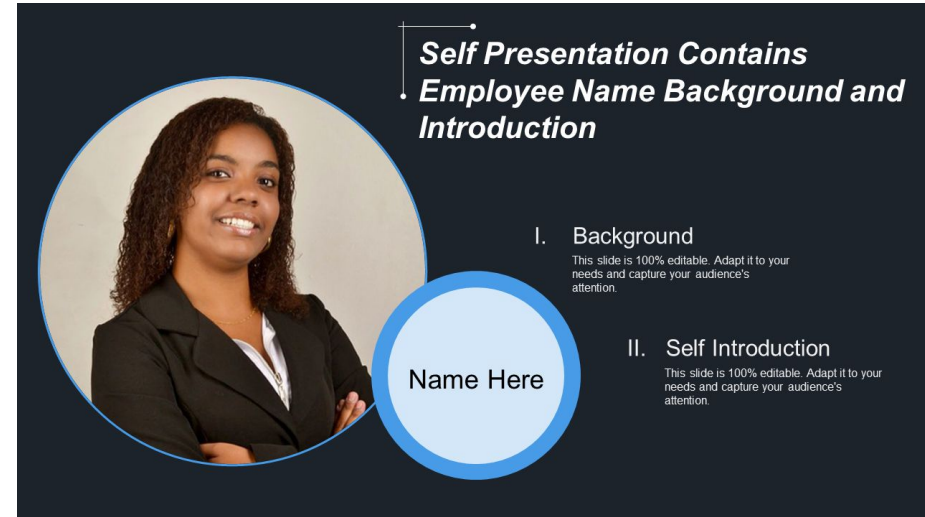
Employee Introduction

Your Company Name



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- The act of introducing yourself to someone is known as **self-introduction**.
- The **new employee background** typically includes the candidate's work history, educational qualifications, driving record, medical history, and criminal record.



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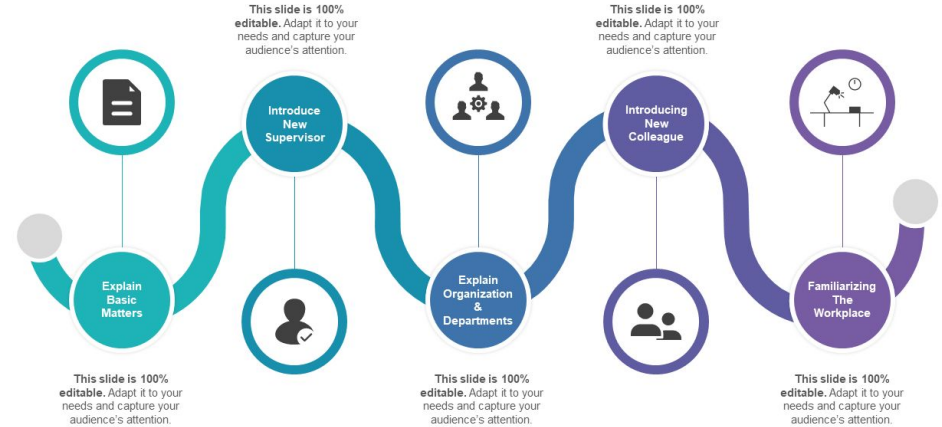
- **Employee induction** is the process of introducing new employees to the organisation for which they will be working.
- It is part of the onboarding process and is where a new employee learns about their employer's values and culture as well as their new role.



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- **Employee orientation** is the process of familiarising new employees with their jobs, coworkers, responsibilities, and work environment.
- It gives employees the opportunity to feel at ease in their professional teams, departments, and positions at the organization.

Employee Orientation Represented Basic Matters...



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→ **An HR dashboard** is a business intelligence tool that enables Human Resource teams to track, analyse, and report on HR key performance indicators (KPIs).



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Every onboarding checklist should include the following items:

- The hiring procedure
- Employee Position
- Setting objectives
- Job training Orientation to the Company Culture
- Check-in schedules
- Meetings with coworkers or superiors
- Documentation
- Understanding the product

New Employee Introduction and Onboarding Checklist

This slide shows new employee induction and onboarding checklist. It provides information about services, KPIs, roles, responsibilities, welcome card, employee desk, follow up, etc.



Checklist	Yes	No	Notes
Is employee introduced with company and its services/products?	✓		Add text here
Are roles and deliverables discussed prior to first task allocation?			Add text here
Has HR manager conducted orientation session ?	✓		Add text here
Are major KPIs and expectations been made aware of?		✓	Add text here
Has ice breaking session been conducted?	✓		Add text here
Has team prepared a welcome card for new joiner?			Add text here
Are team members involved in induction process?		✓	Add text here
Is new employee's desk arranged and decorated?	✓		Add text here
Is employee's manager taking regular follow ups?			Add text here
Is first day team lunch conducted?			Add text here

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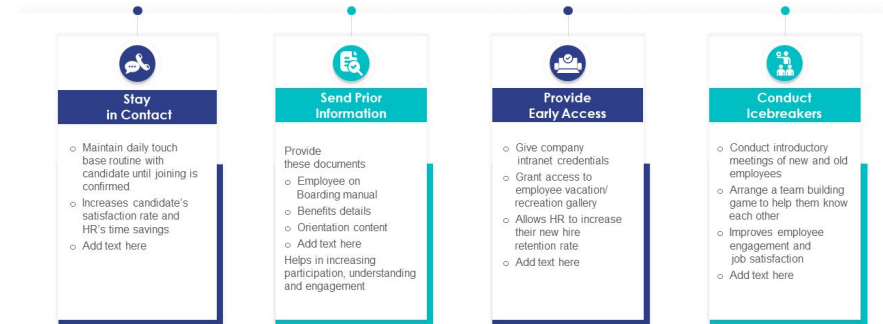
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Best Onboarding Practices

- Begin communicating with your new hire before their first day.
- Before the employee arrives, prepare their workspace.
- Send out an announcement about a new employee.
- Organize a group orientation.
- Assign new employees to a peer mentor.
- Make a list of resources for new hires.

New Employee Introduction Best Practices

This slide shows best practices for introducing new employees. It provides information about staying in contact, providing early access, send prior information and conduct icebreakers.



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FAQs

How should a new employee be introduced to clients?

- With a formal introduction email.
- This is a quick and easy way to introduce the new employee and their qualifications to your clients, and it doesn't take up much of their time.
- They can read a new client introduction email whenever it is convenient for them, and they will have all of the information they require right in front of them.
- You can also use ready-made employee introduction email templates to create a professional message.

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What should I say as a new employee?

Phrases to use when professionally introducing yourself :

- "Hello, my name is __, and I work at [company]."
- "Please allow me to introduce myself; my name is..."
- "Pleased to meet you, my name is..."
- "I don't believe we've met before — I'm..."

How should a new employee be introduced?

- The main point to remember: Send your employee introduction email to the entire

company, preferably with a photo.

- Provide the new hire's title, responsibilities, professional and academic achievements, and a few fun facts in 300 to 400 words.

What is the significance of employee orientation?

- Encourages employee confidence and assists new employees in adapting to the job more quickly; contributes to a more efficient, productive workforce; improves employee retention.
- And facilitates collaboration between the superintendent and the new employee.

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