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9 months 9 days in weeks

Your company needs a thoughtful onboarding plan, otherwise your new hire won't settle properly and could wind up quitting in just a few months. You already know a lot. But how should you structure their experience? Here's how to schedule some of the most necessary tasks and interactions before and during the first few weeks of new team members at work. Complete the paperwork. Do not confuse onboarding for orientation; Done properly, onboarding begins before the first day of a new employee and can last for several months. Since we want the first day of our new employees in the job to be as enjoyable as possible, we provide all standard personnel documents before they show up and ask them to return it before their actual start date. You should also consider collecting more than just Social Security numbers, ask new employees to share some interesting information that you can use to make them feel welcome and connected: Where did they grow up? What are their ho preferences? What is their favorite snack? Share login information with technology tools. The same happens with deployment for all of our systems and technology platforms. Our company uses a complex website with powerful SaaS tools, layers of documents stored in the cloud, as well as security protocols to keep our information as secure as possible. Before the first day, we give our new colleagues limited access to many of these systems, so when they sit at their desk on the first day they are set up and ready to work. Related: Four easy ways to offer your new rental a great first date on jobThe day the first introductionSo personal. On day 1, we would like to introduce Slack to the rest of the group. But something like, Team, this is Sally. Sally, this is the team, is pretty lame. Our managers use the personal information we have collected to paint more human portraits of our new teammates. As a result, new hires can expect their favorite snacks to be waiting for them on their desks or delivered to their homes if they are working remotely—often with a handwritten note from one of their new colleagues. It was an unexpected and exciting moment that made each new member of the group feel welcome. First week Schedule meeting with key colleagues. This gives new teammates a contact number in all relevant departments. At my organization, new tenants come to find their calendars preloaded with these meetings, along with notes on what they need to learn from the people they're meeting. As departments hurt work culture and reduce productivity, the goal here is to ensure new employees understand early on how other departments operate and what they contribute to the big mission The problem tends to be solved a lot faster when that is the case. Discuss the big picture. In their first week, new employees also have a face-to-face meeting with a tenured member of our team, who shares a presentation explaining the big picture of what we do, and how each department plays a role. Related: Make your second new hire on your latest charter shipThe first a centralised repository of knowledge. New employees have to receive a lot of information, so to help us store organizational knowledge in a wiki-style platform for future reference. It's an important resource for all employees—both no beginners and veterans. We use it to save all of our onboarding materials, personnel policies, and even notes and presentations from important meetings all hands. Give your new employees access to these resources on the day they start (or earlier), but it's in their first month or so you really want to encourage them to exploit them. Get in after 30 days. At the end of their first month, new team members at my company chatted with a senior leader to see how things were going. That includes attracting their feedback on the onboarding process itself, so we can make it even better. We also ask them to prepare questions about specific systems and processes, weaknesses they've seen in certain processes, and how they think organizations can improve. This is by no means a full calendar of all activities, tasks, and conversations that will take place during the first month of a new hire on the job. But in my experience, it's a good outline of how to space things out. If you can get new team members up to speed quickly without overwhelming them, there's a higher chance they'll stay put-and-succeed for months and years to come. Ryan Paugh is the COO of The Community Company, an organization that builds community-oriented programs for global media companies and brands. He is also a co-author of Superconnector: Stop Networking and Start Building Important Business Relationships. You are new, and it will probably be in a short time. But it's all right. Getting settled into your new job is the ultimate act of multitasm: You've got to remember names, make friends, figure out your work, and start doing the actual work you've been hired to do ideally, as well as be as efficient as possible. Yes, it will be stressful, but it is useful to prioritize to manage them all. Here's a quick check list (but by no means complete) of some important things you should do both and avoid doing—within your first 30 days. Your first hour Or Twotl's all about first impressions, it's all about emotional intelligence. It is very likely that someone will take you around to meet at least some of your new colleagues before the lunchtime strike clock on your first day. Don't miss the opportunity to nail those introductions. How? Fast company contributor and emotional intelligence expert Harvey Deuschendorf has a few tips for meeting new people: Show real enthusiasm for life How? Make yourself natural. Pretending you're meeting another important new brother and sister at a social occasion, he advises. Smile authentically, at your best. Open your position to your feet in a wide but comfortable position. Make eye contact, provide a solid handshake. It's easy. Ideally, you want to offer a compliment, say but since you may not have enough information yet to do it, asking a question or two can lead to information later you can praise them on. Say their names before you leave: It's really great to meet you. Shareen. Related: Do These 5 Emotionally Intelligent Things Within 5 Minutes Of Meeting Someone'our First DayNail down your company's IT contacts. It's a tip that Zapier's Emily Irish shares for the first days of remote workers at work, but applies to anyone. Sure, it can feel low priority on the day you start, especially since you'll probably be given/emailed/Slacked a padding machine with your help team's information right away. The only problem is that you have the ability to hide it and forget about it until your first technology crisis. So make it a priority to know who you should talk to if you need help. The Irish suggest: While you're getting introduced to your new coworker, just ask your boss or onboarding buddy to take you through the IT team for some quick hellos. Related: First day at your remote job? Here's everything you need to knowgrab coffee with a colleague. You have a fairly short window when it's absolutely not strange (or logistically difficult) to ask colleagues to randomly out for coffee. So do it immediately! It shows you're proactively getting to know your new colleagues before hitting them because you need them urgently for some work-related work. Making friends at work may take some time, but some first week chitchats can plant seeds for social interactions later on. Related: 15 Easy Ways to Make Friends in Your First Week On JobYour First MonthBe more carefully about how you communicate. That means not feeling too comfortable too quickly on Slack and email, that is, avoid humor and gif risqué, even if your colleagues immediately inging out normal vibes; it's just too early for you to know where the inn failed boundaries might lie. So sit back and observe before loosening up too soon. You may also want to see your language. Try to avoid such expressions at my last job, we . . . because this is not your last job and (sorry!) it frankly doesn't matter how you're used to working—and I just assume or my understanding is . . . If you're ever confused, just ask! For your first month at least (and perhaps longer than that), no one should hold it against you for not knowing the ropes. The only thing they can blame you for is barreling ahead anyway. Related: Four slack and email mistakes to avoid in your first month on the job not only can you time your purchase monthly for the whole year, you can also plan your shopping by day of the week to net savings Here's a daily guide to what to buy for the biggest discount. A little planning can save you a ton of money when it comes to buying. . . Well, just about anything. Read more We are combining a few tips mentioned earlier here so you can get a more comprehensive weekly shopping guide, plus some new tips from my Dollar Plan (The second is that day and Thursday clothing-shopping day). For example, we took note before the best days of the week to buy big ticket items online from Extrabux, the best days for certain bits of clothing from ShoptoMe, and when to stop to save on groceries from Totally Money. Our best time to buy anything in 2012 tutorial lists many sources. Here's the roundup: We've looked at the best time to buy throughout the year, but when shopping prices online tend to. . . Read moreMondayElectronics (Computers, TVs, Cameras and Video Games): Computers and TVs may be cheaper on Mondays as manufacturers apply their discounts at the start of the week. TVs, cameras and video games may be cheaper these days as large sales tend to be earlier to attract more customers. Pants and sunglasses: An average sale, online, about 48% for skirt pants and 55% for sunglasses, according to ShoptoMe.Cars: My Dollar Plan notes that less than impressive weekend sales can make car dealers offer better deals for shoppers over the weekend. G/O Media could get a Waterpik Cordless Water FlosserTuesdayAirplane ticket: Start shopping on Tuesday afternoon for the best deals on domestic airfares. Deals are possible until Thursday, according to our previous ticket buying advice. Men's clothing: Discounts average 42% online. WednesdayGas: Fill in from Wednesdays to early Thursday to beat last week's gas price increases. Groceries: Thanks to new sales ads that go out on Wednesdays, but there are also some grocery stores that celebrate last week's sales. Wednesday is a good time to pencil in that food shopping. (Sundays work too. See below.) Jewelry: It's clear that women tend to shop in the middle of the week, so online jewelry prices start to fall on Wednesdays and sales on accessories continue on Thursdays.Shoes and children's clothing: 38% off on average for shoes and 40% for children's clothing online. ThursdayClothes: Generally speaking, clothing can be discounted on Thursdays as retailers begin their weekend sales. Handbags: Average discount 36% online. Gas: In a.m. (as mentioned above). FridayNo many discounts occur on Fridays exceptAccessories (e.g. Jewelry, Belts, Scarfirts): Average discount 42%SaturdayBooks: There is no obvious reason why. Maybe we only think about reading when the weekend begins? Intimates and Outerwear: 37% and 51% off the average price online, respectively. SundayMajor equipment: Many people are looking for washing machines and dryers, microwaves and ovens on Sundays.Groceries and Drugstore Items: Fresh coupons combined with special prices in newspaper inserts can mean great deals on food, mouthwash, and more basic things. Swimwear: 52% off average price online. If there is an item you really want, of course, it pays to use More strategy numbers and deal scoring tools, but the rules of thumb can save you more money all week long. We'll all be shopping this holiday season, but some will score better deals than others. How. . . Read moreIf we've missed any internal savings secrets for time purchases by day, share them with us in the comments. Comments.

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