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The first 100 days

As part of the induction process it is good practice for you and your new employee to outline the activities or milestones that should take place during the first 100 days

Day 1

Welcome to the company

Share the purpose and vision

This is why we exist and what success looks like for the business

Expectation setting

This is what we expect from you – Values, Behaviours, Activity, Performance.

This is what you can expect from us – Support, Development, Direction, Respect

Signed off and agreed

Introductions:

Personal introductions

Assign a buddy

Identify the 'go to people' in the business

Create an opportunity for some early social activity

Share HR policies and guidelines including health and safety

Over the 100 days

For each employee you need to provide a guide to enable your new employee to reach the required end goals.

We would recommend 7 day or 30 day milestones to assess how the training and knowledge acquiring is going.

Titles to consider may be:

Core skills and responsibilities

Activity levels and performance

Communication; both within the organisation and without

Adoption of internal systems and processes

Energy and leadership



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Feedback after 30 days:

Ask the new employee questions like:

What do you like, what do we do well?

What do we do less well?

What makes no sense to you and how would you change it?

If things are not working in the first 100 days

Understand the 'Why'

Is it a capability or an attitude issue

Look at yourself – could I have done something differently:

Have we provided sufficient support and training

Have we effectively communicated expectations

Have we removed the excuses and blockers to performance

Re-visit the plan:

Is it realistic

Understand the strengths and weaknesses

Closer manage the areas that are more challenging

Build in shorter term goals