Fire Up! Your Employees

Chapter 7: You Hired the Best – Create A Powerful On-Boarding Process to Hook Your New Employee

Exercises:

Identify the latest new employee to your organization. Respond to the questions on the accompanying worksheet. Once completed, review and complete the Employee Talents, Values and Interests and On-boarding Plan – New Employee worksheets to create a more powerful on-boarding process for the employee who was recently hired. Compare what you now have created to what was originally hosted for the new employee. Complete this activity before moving on.

Creating an Action Plan is a critical component of implementing the Fire Up! Process. To access the Action Plan that has been created for Fire Up! Your Employees and Smoke Your Competition, click on the Action Plan link from the Beyond the Book page. You will add your action items from each chapter to this master Action Plan.

Create your action plan for this chapter including how you will include the On-boarding Plan – New Employee as a way to hook all new employees to your organization from their first day.
Onboarding Plan Questions

1. What is a typical onboarding process for your organization?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. Is this process effective? Why? Why not?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. What do employees say about your onboarding process?
____________________________________________________________________________
____________________________________________________________________________

4. What suggestions have employees offered to improve the onboarding process?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

5. What is the best way to personalize an onboarding process?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

6. How can you create a personalized onboarding process without spending much if any money?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

7. What is the benefit to the organization from an effective and enjoyable onboarding process?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Employee Talents, Values, and Interests Worksheet

Employee name: ___________________________________________ Date: ________________
Department or location: _____________________________________ Manager: ______________

(Completed by employee)

Primary quadrant(s) and top four talents per Talent and Thinking Style Assessment™:

Circle primary quadrant: Chairman  Professor  Friend  Emcee

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________

Values (what is important in the workplace?):
__________________________________________________________________________
__________________________________________________________________________

Values (what is important in life?):
__________________________________________________________________________
__________________________________________________________________________

Favorite way of learning:
__________________________________________________________________________

Interests (in the workplace in addition to current role):
__________________________________________________________________________
__________________________________________________________________________

Interests, hobbies (in life):
__________________________________________________________________________
__________________________________________________________________________

Favorite aspect of role (job):  Least favorite aspect of role (job):
__________________________________________________________________________
__________________________________________________________________________

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# Onboarding Plan – New Employee

**Employee:** ____________________________  **Date:** ____________________________

**Manager:** ____________________________  **Dept/Location:** ____________________________

**New Employee Talents:**
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________

**Interests, activities, hobbies (in life):**
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**First day success plan:**
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**First week success plan:**
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**New employee peer mentor or buddy:** ____________________________________________