

TALENT RETENTION TOOLKIT

GUIDE'S COMMITMENT CARD

INTENDED PURPOSE: NEW HIRE

Assigning a Guide to a new hire is an effective onboarding partnership that matches new employees with experienced employees for their first few months of employment. The objective is to foster a comfortable relationship in which the new employee can partner with someone who is familiar with team culture, norms and expectations.

Guide Commitment Card

As an onboarding partner, I commit to the following tasks:

- Contact the new employee on their first day of employment
- Introduce the new employee to other team members
- Invite the new employee to coffee or lunch during their first week of employment
- Check in with new employee every week
- Help the new employee understand and adapt to organization and team culture
- Provide basic assistance about how to navigate essential office resources
- Be a trusted colleague when needed

Signature:

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EMPLOYEE GUIDE: PROVIDING A PEER AS A RESOURCE

INTENDED PURPOSE: NEW HIRE

Guide's Checklist (use as applicable):

Day One

- Welcome the new employee and provide a tour to the work space and building
- Introduce the new employee to co-workers

First Week

- Organize a time to meet with new employee over coffee or lunch
- Connect with manager to understand partner onboarding responsibilities
- Help new employee understand applications, tools and technology required for their role

First Month and beyond

- Help new employee understand team processes
- Be a trusted resource for new employee

Benefits for the Experienced Employee	Benefits for the New Employee
High performing team member	Accelerated peer relationship
Networking opportunities	Networking opportunities
Team motivator	Access to knowledgeable resource
Growth opportunity	Established sense of belonging
Build leadership and mentoring skills	Smoother onboarding experience