

Welcome Your New Hire

Welcoming your new hire to the company, their position, and culture are all an important part of the onboarding process. According to Glassdoor, organizations with a strong onboarding process improve new hire retention by 82% and productivity by over 70%. By engaging your new hire from day one, you will have a reliable and productive employee for many years to come!



Welcome Email

There is a lot of information and communication being shared with a new employee during their first few days and weeks on the job. While many organizations have an administrative approach to onboarding, a successful process includes proper training, and places people at the forefront. You can begin introducing your training program through a welcome email.

BizLibrary clients that send a welcome email to new hires as part of their onboarding program have 95% higher user adoption within the first 30 days and have 75% higher overall yearly utilization!

ITEMS TO INCLUDE

- 1 Introduction to the training program
- 2 Log in instructions and credentials
- 3 Profile Setup
- 4 Navigation information
- 5 Technical support contact information
- 6 Training expectations and upcoming assignments

BENEFITS

- Highlights the importance of training
- Provides a point of reference for information contacts, and questions.
- Sets clear expectations to aid with accountability and sets the stage for future communication on training
- Creates consistency for all new hires.

EXAMPLE

Click the link below to download a welcome email template that you can easily modify to fit the needs of your organization!

[Welcome Email Template](#)

[Source](#)

For additional examples or templates, please contact your Client Success Manager.