

How to properly integrate your new recruits

Neglecting the reception of employees who arrive in the company leads to various dysfunctions and increased turnover. Establishing an integration pathway is therefore a crucial issue.

Unlimited waiting time at reception, absence of office, computer or telephone, invisible or overflowing referral manager, workplace integration and summary company information ... The arrival of a new collaborator in the company is often synonymous with mistakes and improvisation on all levels, to the point that some recruits even think of crossing the door in reverse!

The motivation of the employee is immediately put to bad and the image of society tarnished. The situation is astonishing when one knows the time and energy that companies devote to the recruitment of a collaborator. Once the employment contract is signed, some companies think things are over ... In fact they are starting! The success of a recruitment is played both upstream and downstream, at the time of the arrival of the employee in the company.

To avoid these dysfunctions, there is only one solution: to set up a process to integrate the new hires, as soon as they arrive and until the end of their probationary period. Such an approach is not the prerogative of large groups and more and more SMEs - even if they do not recruit hundreds of people each year - aware of the issue at this turning point, Integration.

To avoid failures, it is often enough to anticipate and organize the arrival of the new hire. It is the HR department that, depending on the nature of the position, verifies that the incomer has all the necessary tools: badge, computer, fuel card, etc. It is necessary to set up a checklist that varies according to the trades. Once the logistical aspect is ensured, it is important that all staff are informed of the arrival, for example by sending an e-mail. This attention to reception must not be reserved for top-managers or managers, it is essential for all employees. To avoid too fast test breaks, it is important to welcome the new ones and each manager must have a very precise checklist to respect.

Once the reception is successful, it must be ensured that there is no floating and, to prevent the new one from feeling lost in its new environment, it is necessary to make him discover the company. But be careful not to load! Many companies

tend to go around the services with the new one, but if this is done all of a sudden it will be drowned with information and will not be able to retain all the names and functions of the people being presented to it.

Successful integration will therefore play out over time. Companies do not hesitate to set up arrow trails which can spread over several weeks. Even before taking up their post, for a few weeks, the new ones discover all the services. An accountant will go to the assembly shop, to the design office, a technician will go into the financial services. The routes depend on the functions. To be effective, mentors must be trained to welcome and coach these "visitors". The goal is that all employees of a company have a common core, share a common corporate culture.

Such journeys make it possible to federate the company. Moreover, it avoids the feeling of superiority or inferiority of one service compared to another: it is the work of all that makes success.

A more or less formal follow-up makes it possible to validate the smooth progress and the relevance of the period of integration. Then comes the need to take stock with the tutor, the HR and the new hired, who is asked to write a "report of astonishment" on what he discovered in the company: Enjoy his remarks to improve.

And if this integration path has a cost, it must be relativized. This must be seen as an investment and the financial effort does not represent much in terms of the consequences of failed recruitment.

Six Steps to Successful Integration

1/ Prepare the arrival. Integration does not begin on D-Day but long before. We must ensure that the new person feels "awaited" (telephone contact, e-mail confirming a first appointment with his manager or an HR manager ...) on the day of arrival. Avoid logistical bugs by providing a checklist of the workstation (desktop, computer, telephone ...).

2/ To welcome. Hospitality is the key moment, that of the first impression on the ground. It is important that the manager is present. There is then a lot to be

transmitted in a short time ... We must go to the basics by first answering practical questions (locating the premises, cafeteria, badges ...)

3/ Meet. On the first day, you can have lunch with colleagues; Then, a gradual linking up will be simpler for the person recruited: the people who are to work with her on a daily basis, and then, according to a structured path and spread out over time, those who are important in relation to the mission entrusted to them.

4/ Inform and communicate. The information (on the company, the group) is essential but may not necessarily be given on the first day. The receptivity of the arrival will be all the greater as the practical details have been settled.

5/ Train. Beyond technical training at the post, discovering other professions helps to better understand the overall functioning and culture of the company.

6/ Follow the integration. Regular monitoring (first week, first month, first quarter) ensures that the integration is smooth and that problems are corrected.

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