



THE EXPERIENCE

• CONVENTION AND TRADE SHOW •

SEPTEMBER 9 – 11
2026 PARIS LAS VEGAS



Interviewed, Hired, Now What?

The Missing Piece in Your Onboarding Process

Kelley Dolan, Business Advisor
Violand Management Associates

Thursday, September 10, 2026
9:10 am – 9:40 am



How Do We Start?

Play your cards right – the winning hand for a great hire



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Preparing for Your New Team Member

- Do you have a checklist for things the new hire needs?
- Have you delegated ownership for each part?
- Who is your lead onboarder?
 - One person for backend, one person as their “buddy”
- Have you prepared template emails for the new hire and the team?
 - Share details with the new hire about their first week.
 - Send paperwork they can do remotely ahead of time.
 - Confirm your team understands their responsibilities, no matter how “small” their role.



The Details: Prepping the Workspace

- Paperwork
 - Policies, procedures
 - Job description
 - Technology
 - Logins, list of tools and what they do
 - Workspace
 - Clean, has swag and a welcome card
- 
- Agenda is complete and delegated team members have assigned roles
 - Schedule a welcome breakfast or lunch
 - Field workers
 - Provide safety gear or a list of expected safety items



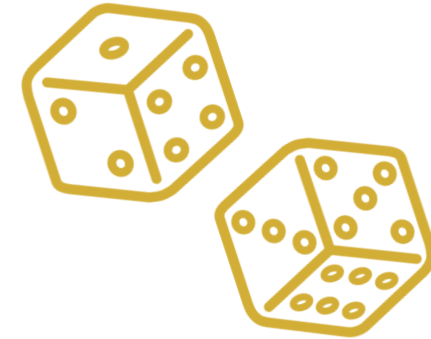
Day One

- Staff introductions (prep the team in advance), office tour
- Review of HR paperwork, payroll and training schedules
- Industry introduction/culture mix-in
- Lunch with manager
- Job/Role training – intro to tech, show them whatever is happening
- End of day – share logins, prepare for next day, confirm start time
- Set expectations for when paperwork is needed back, align with payroll



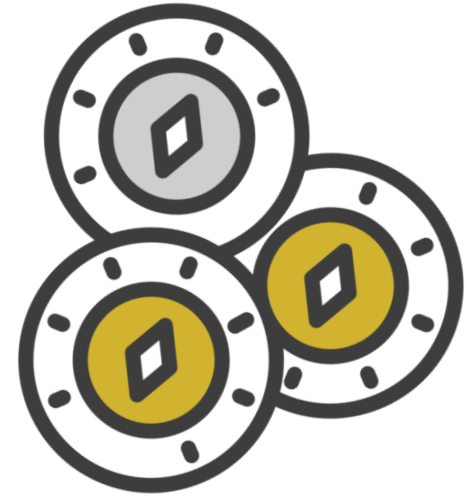
The First 30 Days

- Schedule out at least 2 weeks
- Variety of people, subject matter experts
- Include any company meetings
- Include field time
- Include time with manager, weekly check-ins
- Have a document that references jargon
- Ensure they know how their role contributes to company success



The First 90 Days

- Perform 30-, 60-, 90-day check-ins, based on role
- Review KPIs or skills, rating their experience
- Discuss culture or value pieces
- Conduct a 30-day employee quiz
- Meet with all leaders



90 Days and Beyond

- Do a final onboarding check in at 90 days
- Review past check-ins to ensure nothing is missed
- Determine how future check-ins with manager will be handled
- Add any additional responsibilities (e.g., being on call or managing a budget)
- Request their feedback



Kelley's Key Takeaways

1. Send a welcome gift before their start date
2. Ask them to fill out a simple questionnaire that can be shared with your team during the first week
3. Announce new hires to your social media audience
4. Encourage questions
5. Don't assume they understand just because they say they do
6. Repeat, repeat, repeat – people need to hear things more than once
7. Make sure everyone is involved in onboarding



Thank You

Scan here to download
the presentation



I appreciate your time. Let's
keep the conversation going!

GET IN TOUCH

Kelley Dolan

Business Advisor • Violand Management Associates

kdolan@violand.com

