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Factoring Human Capital Into Your Business Plan

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## **They're Hired — Now What?**

People join organizations for a variety of reasons. They may be attracted to the company's reputation, the pay, the boss, the type of work, or even the location. But why do they stay? Surveys show that many people leave organizations because they don't feel valued. One of the best ways to show your people you value them is to get them off to a great start when they first come on board -- and a new-employee orientation program is the easiest way to do so. It doesn't have to be a dog and pony show, but here are some basics that can make a difference:

1. Have their works pace and the tools of their trade ready. This might include their computer, e-mail, business cards, or office supplies.
2. Plan for their first two weeks. Give them a list of others in the company who they should meet, or even better, schedule the meetings for them. Make sure that they have regular meetings with their supervisor or manager at the end of the day or week. Ask them, "Are you getting everything that you need?" during these meetings. New employees are often reluctant to speak up, so they will appreciate when you ask.
3. Describe what's expected of them. Give them the company handbook, but also tell them the do's and don'ts.
4. Assign them a buddy -- someone who will make sure that they get to lunch and can answer their questions.

Making new employees feel valued doesn't have to be complicated, but it is something you have to establish from day one.