



### **TIP OF THE WEEK**

January 8, 2008

You just spent a lot of time and effort interviewing for a middle management position. You made your decision and now what will you do? Many organizations will simply toss that person into the pool and hope they can swim. They don't give adequate orientation and training. Some do not even have employee manuals. New hires need a softer landing than this if they are to succeed and if you are to get the most from their contribution to the organization.

They need to know about the company's values and goals, how to stay safe, what their specific responsibilities are – in writing, how often they will be appraised and what they have to do to grow within the company. We recommend that every new employee be assigned a buddy who will help them navigate through the initial weeks of their employment. Learn where things are, where to seek help, answer questions about policy and introduce them to others.

Good luck. Work **ON** your business. Stay in touch.

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