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Successful Onboarding for New Hires

Proper employee onboarding is a process, and real integration takes time. Onboarding plays a significant role in the success of new hires, especially for employees who have just entered the Canadian workplace.

Before Hiring:

- Develop a pre-hiring package for new hires.
- Have a buddy/mentor system or peer support group in place.
- Explain workplace norms and culture explicitly in job postings.
- Develop a workplace acronyms glossary.

Preboarding:

This is the period between a new hire accepting an offer and their first day of work, where employers can:

- Send a personalized welcome message or video
- Share forms that can be completed before the first day
- Share schedules, contacts, introductions, and what to expect on their first day
- Explain workplace culture in detail and share communication style, meeting expectations, glossaries, decision-making processes, and feedback culture

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After Hiring:

- Provide a structured, role-specific training path instead of random shadowing.
- Have 1-week, 30-day, and 90-day check ins (for example, are we fulfilling the promises we made at hiring?)
- Introduce cross-functional people and key relationships early.
- Give meaningful but achievable tasks, with defined timelines, as early as possible.
- Emphasize shared accountability on agreements made during the hiring process (for example, hiring someone with the condition of taking a language class).

Sources: *www.hralacarte.ca/blog/tips-on-successfully-onboarding-your-new-employees* | *careerwise.ceric.ca/2025/10/15/resources-to-help-employers-hire-and-keep-newcomer-talent/* | *canxglobal.com/bridging-cultural-gaps-best-practices-for-onboarding-global-employees-in-canada/* | *www.rippling.com/blog/new-hire-checklist-in-canada*

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Funded by Immigration, Refugees and Citizenship Canada, immigrant employment councils across Canada are engaging with employers to remove bottlenecks to recruiting and hiring immigrant talent. We also thank the Government of Alberta for funding our regional hub.

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