

## Welcoming New Employees

The time between when someone accepts a job offer and when they start work is a key opportunity to make them feel welcome and prepared. Taking the right steps during this period can boost employee engagement, retention, and overall productivity. Here are key strategies to consider:

1. **Reinforce Your Employee Value Proposition:** Highlight the unique benefits of working in BC's agriculture sector, such as opportunities to engage with diverse crops, sustainable farming practices, and contributions to local food systems. Share success stories and testimonials from current employees to emphasize these aspects.
2. **Personalize Preboarding Communications:** Recognize the diversity within your organization's workforce, which may include seasonal workers, international hires, and local residents. Customize preboarding materials to address the specific needs of each group, providing information on accommodation options, community resources, and cultural integration support.
3. **Assist with Administrative Tasks:** Simplify the completion of necessary documentation, such as work permits, certifications, and payroll forms. Provide clear instructions and support to ensure compliance with regulations and a smooth onboarding experience.
4. **Provide Clear First-Day Guidelines:** Offer detailed information about the first day's schedule, information such as where to park, who to meet and dress code or required PPE. This preparation helps new hires feel confident and ready to contribute from day one. If there are near by places to buy lunch or what is in your lunchroom is helpful information to provide.
5. **Pay Attention to International Hires:** For employers bringing in international workers, offer support with relocation logistics, cultural orientation, and integration into your community. This support fosters a welcoming environment and aids in retention.
6. **Utilize Preboarding Technology:** Implement digital tools or apps that facilitate the sharing of preboarding materials, training schedules, and communication between new hires and the HR team. This approach streamlines the process and keeps new employees engaged.
7. **Prepare a Structured First Week:** Develop a comprehensive schedule that includes a workplace tour, introductions to team members, training sessions on equipment and safety protocols, and initial assignments. A well-structured first week helps new hires acclimate and understand their role within the broader goals of your organization.
8. **Complete WorkSafeBC New Worker Safety Orientation:** Before a new employee begins work, BC employers are legally required under the Workers Compensation Act to provide a safety orientation specific to the workplace, the tasks the worker will perform, and any hazards they may encounter. This is not optional — it is a legal obligation that applies to all new workers, including returning seasonal employees who are new to a task or piece of equipment. The orientation must be documented and the worker's acknowledgement kept on file. WorkSafeBC can request this record at any time.

### References

AgSafe BC. (n.d.).



This program is funded by the Government of Canada and the Province of British Columbia.

<https://agsafebc.ca/>

The Human Resources for BC Agriculture Program is funded by the Government of Canada and the Government of British Columbia through the Agriculture Workforce Development Initiative. The initiative is delivered by IAF.

