



Tips for Successfully On-Boarding New Executives

- Every executive should have the same thorough job description as other employees.
- A facilitated conversation between the hiring manager, executive and the direct manager of the new executive about expectations (an on-boarding coach can do this).
- Clear benchmarks and goals set for the first three, six and 12 months.
- Assign someone to assist the new executive in navigating organizational culture and established business practices within the organization (often the on-boarding coach acts in this role).
- Allow the transition into the company for the executive to happen slowly before making big changes.
- The executive should be introduced both in person and by email by their supervisor to everyone in the organization along with a list of new goals for their position.
- The executive should sit down and learn about the culture, meet people for lunch and ask questions before making changes. We call it "worshipping the local deity."
- The executive should be coached, trained and generally brought up to speed on the organizational tools and trainings that have happened in the organization within the last 2 years. This way they can "speak the language."
- The executive and his/her supervisor should check in monthly to compare expectations and measurable progress so changes can be made immediately.
- Hire a coach for the executive so they have a safe place to work through challenges or vent about the new job. It is lonely at the top.