

FICHE D'ACCUEIL ET D'INTÉGRATION D'UN NOUVEL EMPLOYÉ

Félicitations, vous vous êtes dotés d'un nouveau membre dans votre équipe!

À titre de gestionnaire, votre travail de fidélisation débute dès maintenant.

Voici une liste qui vous aidera à maximiser l'expérience de votre nouvel employé dès sa première journée et tout au long de son intégration. Ce programme inclut les meilleures pratiques en matière d'accueil et d'intégration et doit être utilisé à titre de référence. Pour une meilleure mise en application, nous vous invitons à adapter le programme selon le contexte de votre magasin.

AVANT L'ARRIVÉE DU NOUVEL EMPLOYÉ		DATE DE RÉALISATION
Préparation de son arrivée		
☐	Contactez le nouvel employé pour répondre à toutes ses questions et lui présenter le déroulement de la première journée	J J MM A A A A
☐	Communiquez la date d'arrivée à l'ensemble de l'équipe	J J MM A A A A
☐	Ciblez un employé qui fera office de parrain durant la période d'intégration du nouvel employé	J J MM A A A A
☐	Planifiez l'horaire du nouvel employé en cohérence avec l'horaire de son parrain	J J MM A A A A
☐	Prévoyez une rencontre individuelle d'une durée minimale d'une heure lors de l'arrivée de l'employé	J J MM A A A A
☐	Prévoyez un lunch avec l'équipe lors de la première journée	J J MM A A A A
☐	Préparez les outils de travail nécessaires à la réalisation du travail (adresse courriel, code d'employé, code système d'alarme, clé du magasin, uniforme, veste, épinglette, etc.)	J J MM A A A A
Préparation du dossier d'employé		
☐	Préparez un dossier physique où vous regrouperez tous les documents administratifs suivants : <i>CV, lettre de présentation, notes d'entrevue, prise de référence, spécimen de chèque, etc.</i>	J J MM A A A A
☐	Préparez une fiche d'employé regroupant les coordonnées de l'employé, les coordonnées d'un contact à rejoindre en cas d'urgence et noter les allergies importantes, si nécessaire	J J MM A A A A
LORS DE LA PREMIÈRE JOURNÉE EN EMPLOI		
Rencontre d'accueil du nouvel employé		
☐	Saluez chaleureusement votre nouvel employé. Demandez-lui comment il va et comment il se sent. Demandez-lui s'il a des questions avant de débiter sa première journée	J J MM A A A A
☐	Présentez-lui l'entreprise : Son historique, sa mission, sa vision, ses valeurs, son orientation client, ses étapes de ventes, ses concurrents, etc.	J J MM A A A A
☐	Informez-vous sur ses attentes face à son emploi et ses aspirations professionnelles	J J MM A A A A
☐	Parlez-lui de vos attentes face à son travail et à son rendement au travail	J J MM A A A A
☐	Présentez-le à son parrain et expliquez-lui le déroulement de son intégration	J J MM A A A A
☐	Présentez-le à l'équipe en tâchant de bien l'informer du rôle et des responsabilités de chacun	J J MM A A A A
☐	Familiarisation avec l'environnement de travail	J J MM A A A A
☐	Montrez-lui les installations : Salle de bain, salle de dîner, tableau d'affichage, horaire de travail, station de poinçon des heures, trousse de secourisme, etc.	J J MM A A A A
☐	Faites un tour du magasin. Parlez-lui des produits, des clients, des différentes sections en magasin, des spécificités liées à l'établissement, des périodes de pointe et des périodes d'accalmie, etc.	J J MM A A A A
☐	Présentez le rôle et les responsabilités de chaque membre de l'équipe. Faites-lui le portrait de l'organigramme en place	J J MM A A A A
☐	Informez-le des canaux de communication privilégiés pour présenter les promotions marketing, les objectifs de vente, les réaménagements des sections, etc.	J J MM A A A A

Un Nouveau Deacutesir

R Bogdan



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