

# LABOUR NEWS

ISSUE: APRIL 2025

Onboarding Done Right: Setting New  
Hires Up for Success!

**SOUND ADVICE &  
FAIR LABOUR PRACTICE**



072 349 9596 (T)



admin@contactlabour.co.za



www.contactlabour.co.za



## Welcome Aboard!

New hires are like seedlings—give them the right environment, and they'll grow into strong, thriving team members! A well-structured onboarding process is the secret ingredient to turning new employees into confident, engaged, and productive members of your team.

Let's explore how to make their first steps with your company smooth and successful!

### Welcome your new employee the right way!

Make them feel at home by introducing them to the team, sharing a warm welcome on your social media platforms, and letting your clients know who they are. A simple introduction goes a long way in making new team members feel valued and part of the bigger picture.

#### STEP 1: Get the Paperwork in Order (Yes, It's Important!)

Before your new hire even sits at their desk, you need to have all their important documents on file. Think of it as building a well-organized employee file index—because no one likes hunting for missing paperwork when it matters most! Here's your checklist of must-haves, to name a few:

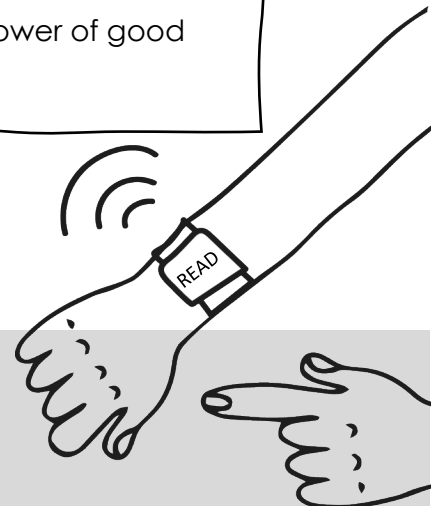
- ✓ CV – Because it all started with this!
- ✓ Copy of ID – So we know it's really them.
- ✓ Contract of Employment – The rules of the game, signed and sealed.
- ✓ Job Description – What they signed up for (literally).
- ✓ Signed Company Policies – No "I didn't know" excuses!
- ✓ EEA1 Form – Compliance is key.
- ✓ Engagement Form – Officially part of the family.
- ✓ Disciplinary Records – Hopefully, this one stays blank for a long time!

*Pro Tip: Keep all these documents well-organized in an employee file. It makes life easier when you need to reference something down the line!*

#### DID YOU KNOW?

Studies show that organizations with a strong onboarding process can boost employee retention by a whopping **82%**.

Imagine keeping 8 out of 10 new hires happy long-term. That's the power of good onboarding – mind blown, right?



## STEP 2: Register for UIF – Because Safety Nets Are Important!

If your employee works more than 24 hours a month, they **must** be registered for the Unemployment Insurance Fund (UIF). This helps them stay covered in case of job loss, maternity leave, or illness.

Employers, it's your responsibility to ensure this is done—it's not just nice; it's the law!

## STEP 3: What About COIDA? (Hint: You Need It!)

COIDA (Compensation for Occupational Injuries and Diseases Act) ensures that employees who get injured or fall ill due to work-related activities are covered.

Translation? If an employee trips over a rogue office chair and sprains their ankle, they won't have to fight over medical bills—it's all covered under COIDA.

## STEP 4: Making Them Feel Welcome!

Once the paperwork is done, it's time to focus on the fun part—making the new hire feel at home! Here's how:

- ✓ Assign a buddy or mentor (no one likes to eat lunch alone).
- ✓ Give them a tour—yes, including the good coffee spot.
- ✓ Introduce them to the team (awkward first meetings = avoided).
- ✓ Set clear expectations and provide training.
- ✓ Check in regularly—no one should feel lost in their new role!

### Tick All the Boxes – Here is our [Employee File Index](#)!

If you're unsure whether your employee files contain all the necessary documentation, feel free to download our **free** Employee File Index by clicking on the [link](#).

This useful resource outlines the key documents that should be included in each employee's file, helping you stay organised and compliant with legislative requirements.

## Final Thoughts

A great onboarding process sets the tone for an employee's journey with your company. It's about more than just paperwork—it's about making them feel prepared, valued, and excited to be part of the team.



So, whether it's ensuring their UIF registration is in place, explaining company policies, or simply showing them where to find the best snacks in the office, **a little effort goes a long way in making their first days memorable!**

Here's to successful onboarding—happy hiring!



Sincerely yours!  
Carmen Joubert

**Contact us today to learn how we can assist your organization in creating a harmonious and productive work environment.**

Do you know about our new Facebook and LinkedIn Business pages we just launched for Contact Labour. This is where we will be sharing our best tips to help with any Labour Relations problems or queries you might have. We would really appreciate it if you like our new pages and if you do, you will get our best content first.

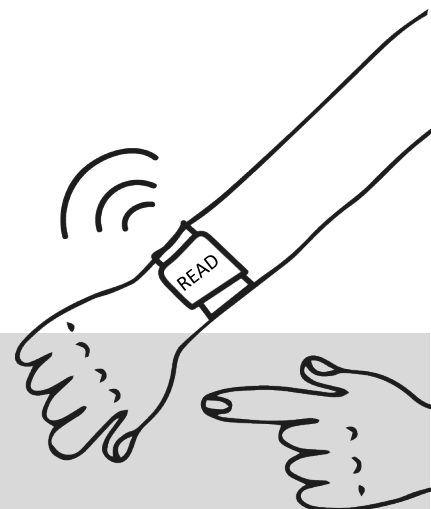
Here are the links:



<https://www.facebook.com/contactlabour>



<https://www.linkedin.com/company/contact-labour/?viewAsMember=true>



## INTRODUCING THE FAMILY DENTIST!



At The Family Dentist, we are committed to the delivery of a dental experience that is unique and unforgettable - that is why we take the time to care at every visit

### GENERAL DENTISTRY

We cover all aspects of general dentistry ensuring that we not only maintain and improve your oral health but also instill confidence in your appearance

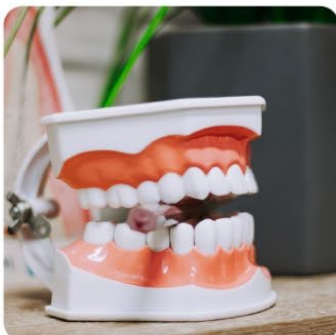
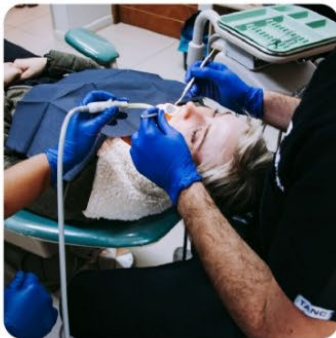
### PAEDIATRIC DENTISTRY

We pride ourselves on this branch of dentistry that offers a unique experience for our little superstars

### CLEAR ALIGNER THERAPY

Clear aligners are a revolutionary new method of straightening teeth in a more comfortable and aesthetic way

...a glimpse of the wide range of services we provide



## Take care of your teeth with our professional team

### Our Trading Hours

Monday - Thursday

07h00 - 20h00

Friday

08h30 - 15h30

Saturday

08h00 - 13h00

Contact us today to book your appointment

the  
familydentist



485 21s Street, Menlo Park, Pretoria



012 991 7616

[www.thefamilydentist.co.za](http://www.thefamilydentist.co.za)

T) 072 349 9596 (F) 086 519 7505  
[admin@contactlabour.co.za](mailto:admin@contactlabour.co.za)  
[www.contactlabour.co.za](http://www.contactlabour.co.za)