

# Top tips for retaining talent

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## Hit the ground running

You may wish to consider sending your new employee some reading or initial work to get them going and ready to 'hit the ground running.'

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## Make the first day memorable

Take time to plan an engaging induction process, especially the small things like having regular check-ins over the first few weeks and somewhere nice to go for lunch on the first day.

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## Give them responsibilities

Engage graduates with clients, delivery partners and stakeholders at the earliest possible stage and let them build their own relationships. Consider giving them short placements where possible, to allow them to ascertain how your partners work.

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## Trust their capabilities

Graduates are often extremely capable; stretch them and seek to remove fear of failure. Stretch projects can be a fantastic way of truly seeing your graduate's ability.

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## Think about training

Graduates are often motivated by additional qualifications and certifications. If you are able to offer them the opportunity to attain new accreditations and professional training to go on their CV, this will be highly valued.

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## Communication is key

Be sure to include your new starter in any relevant company communications. These could include any benefits or opportunities offered by your business, which could make your staff feel more settled.

# Top tips for attracting talent

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## Organise a shadowing session

Job shadowing is a good way for new starters to gauge an understanding of different roles and challenges within an organisation.

This will enhance knowledge throughout the team and your new starter to immediately feel part of the wider team.

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## Buddy up

Another good opportunity for new employees to feel at home is to assign them a “buddy” member of staff. This will give them a specific colleague to help show them the ropes and answer any queries efficiently

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## Seek feedback on your recruitment process

Give your employee responsibility for attraction of other graduates or placement students. You could get them to visit careers fairs, or give presentations or lectures on their old course.