THE Hr SUITE

FOR PEOPLE AND BUSINESS

Stage 3
Onboarding

FROM
THE HR SUITE

Fact Sheet

Onboarding is the procedure in which workers adapt and accustom themselves to their new roles and working landscape.

Every company, whether they are small or big, should have a detailed, intricately organised and well thought out onboarding programme that provides a new employee with a positive experience of the organisation. All new employees should receive a customized onboarding program since a standard one is improbable to achieve its objectives.

Onboarding guarantees that workers integrate smoothly into their new company. Studies indicate that onboarding programmes offer widespread advantages to both employers and employees. For employers, benefits include reducing turnover and absenteeism, and increasing employee commitment and job satisfaction.

According to our CIPD's resourcing and talent planning survey, 42% of businesses are refining their onboarding process in an attempt to reduce turnover and boost retention. For employees, beginning a role in a new organisation can be very anxious and nerve-wrecking.

A successful, practical and efficient onboarding programme should alleviate nerves. Onboarding empowers new hires to learn about and understand the firm, know their role in the bigger picture, as well as to settle and meet their colleagues.

New recruits' onboarding differs due to their position, their background, their experience, and the company's size and nature. The general consensus among the HR world is that onboarding should take at least three months. That said, research suggests corporations can enhance employee retention by extending onboarding to up to a year.

Fact Sheet

Constructing a more vigorous and thorough onboarding program that encompasses a worker's maiden year with the firm assists employees be more productive, feel content and relaxed in their new setting, understand the company hierarchy so they know where to go for advice, acclimatise themselves to the company culture, and generate better relationships with fellow staff.

STATISTICS

- Organisations with a strong onboarding process improve new hire retention by 82 percent and productivity by over 70 percent (Brandon Hall Group)
- Only 12% of employees strongly agree their organisation does a great job of onboarding new employees (Gallup)
- One in five new hires are unlikely to recommend an employer to a friend of family member after their new hire onboarding experience (Digitate)
- The average new hire onboarding experience consists of 54 activities. A new hire is typically assigned 41 administrative tasks and three documents to complete. In addition, they must meet 10 outcomes. (Sapling)
- Only 37% of businesses ensure that their onboarding process is longer than a month. (Aberdeen Strategy and Research)
- The buddy program is used by 47% of businesses to onboard new workers (Sapling HR)
- 93% of employers believe a good onboarding experience is critical in influencing a new employee's decision whether to stay with the company (Career Builder)
- It takes new employees 8-12 months to become as efficient as their regular co-workers (Click Boarding)

Tips for Onboarding

1. **Onboarding should begin in the recruitment phase**
2. **Make the new start feel at ease on their first day**
3. **Offer a buddy system**
4. **Create a blended training system**
5. **Encourage regular meetings**

Onboarding should Begin in the Recruitment Phase

Ideally, to get the most from your new start onboarding should begin in the recruitment phase. How you make new starts feel when recruiting them is key to effective onboarding. Essentially, onboarding should begin from your first encounter with the new start. It's key to communicate when new recruits should expect at each step of the process.

This will reflect positively on the business for any other new starts looking to join the company.

Make the new Starter feel at Ease on their First Day

Employees should be made feel as relaxed as possible on their first day. Avoid excessive paperwork and formalities on the first day. Instead, use the employees first day to make them feel included and as part of the team.

Offer a Buddy System

A buddy system is an approach where you use your existing shining stars to help onboard & train new recruits in a formal yet relaxed setting. And the good news is … you don't need a large staff or a great deal of time or funds to set up an effective buddy programme. But you do need a culture of openness and teamwork.

Tips for Onboarding

Create a Blended Training System

Remote working is becoming more and more popular so it's important to recognise some new starts may need to be onboarded virtually. Training should be offered virtually to these new hires as well as regular check-ins to manage the new hires progression.

Encourage Regular Meetings

When an employee first starts, regular check-ins are essential. When an employee first begins, weekly check-ins are recommended to ensure the employee understands what is required of them and can ask questions. This meeting can be as simple as ensuring they have all their necessary tasks completed. It's important that the employee feel they are taking the necessary steps as expected of them.

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Checklist

First Engagement

- [ ] Obtain signed job acceptance
- [ ] Confirm start date
- [ ] Send new employee welcome email

Prepare new hire paperwork

- [ ] Tax forms
- [ ] Employment contract
- [ ] Non-disclosure, non-compete or other legal documents Employee handbook
- [ ] Benefits literature Job description

Procure devices and equipment

- [ ] Computer (including keyboard, mouse, etc.)
- [ ] Phone
- [ ] Access to shared devices (printer, copier, fax machine, etc.)
- [ ] Mobile phone, tablet, or other additional job-specific devices

Set up accounts and create logins

- [ ] Wi-Fi access Voicemail
- [ ] Email
- [ ] Time clock system
- [ ] Access to project management software or other job-specific technology
- [ ] Put in request for security clearance (if applicable)
- [ ] Add employee to relevant email distribution lists

Set up workspace

- [ ] Reserve an office, cubicle or workstation
- [ ] Ensure space has a desk, chair or other necessary office furniture Provide necessary office supplies
- [ ] Provide a branded welcome kit (if applicable)

First Day

- [ ] Greet new employee
- [ ] Provide card, badge or other security assets Perform building tour
- [ ] Introduce new hire to team
- [ ] Send announcement email Schedule team lunch
- [ ] Provide training plan

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Checklist

Orientation

- [ ] Complete all new hire paperwork
- [ ] Discuss benefits and insurance plans Review employee handbook
- [ ] Review safety policies
- [ ] Review technology policies and support process
- [ ] Assign a peer mentor

Schedule check-in plan

- [ ] Obtain onboarding feedback
- [ ] Schedule one-week check-in
- [ ] Schedule 30-day check-in
- [ ] Schedule 60-day check-in
- [ ] Schedule 90-day check-in
- [ ] Schedule any further check-ins