

End the Administrative Burden of Onboarding

Leading organizations see onboarding as way to retain high-performers, reduce time to proficiency, and increase engagement. Unfortunately, many of the onboarding stakeholders (HR, hiring manager, and the new hire) are too overburdened with administrative tasks and paperwork to focus on high-impact onboarding activities that drive business outcomes.



ONBOARDING OPPORTUNITIES

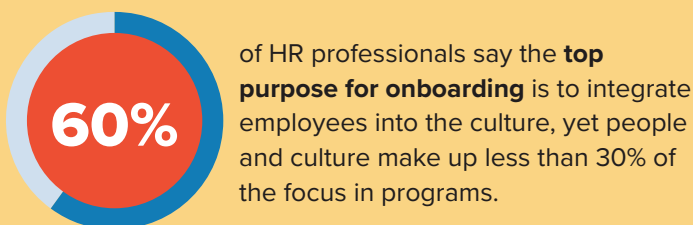
Onboarding practices are underutilized



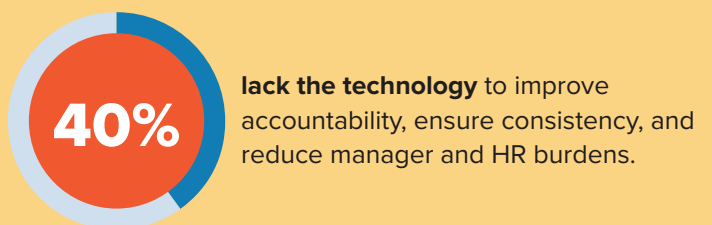
Bandwidth is a barrier



Lack of alignment between purpose and focus



Technology is a barrier



STREAMLINE YOUR APPROACH TO ONBOARDING



Paperwork:

There's a place for forms in every process, but it doesn't have to be with pen and paper. Look for technology solutions and start the process before the new hire's first day.

- ✓ First-day agenda
- ✓ Company orientation
- ✓ Rules orientation
- ✓ Resources orientation
- ✓ Forms with electronic signatures



People:

Focus on values, culture, socialization, and networks.

- ✓ Informal social events
- ✓ Group onboarding
- ✓ Buddy/ambassador assignment
- ✓ Senior leader exposure
- ✓ Team building
- ✓ Mentoring
- ✓ Meetings with stakeholders



Performance:

Give your managers the tools they need to establish expectations and regular check ins with their people.

- ✓ Job shadowing
- ✓ Training
- ✓ Check-ins with HR
- ✓ Customize onboarding to role
- ✓ Career goals discussion
- ✓ Coaching
- ✓ Expectations and feedback

MAKE NEW HIRES SUCCESSFUL

Build Teams

Don't let it all fall on your hiring managers; draft a cross-functional team from HR, L&D, and others to share the workload of onboarding new talent.

Start Early

Pre-boarding after offer acceptance starts the paperwork sooner. This means more time can be spent on performance and people components on Day One.

Enhance Consistency and Personalization

Organizations with consistent onboarding across the organization and custom content for specific roles are more likely to identify as employers of choice and have strong community reputations. HR technology can facilitate this aim.

Empower New Hires

Use HR technology platforms to minimize the administrative burden, facilitate learning, and free up resources to focus on people and culture.