



ON BOARD ING



Dear Employee, stay with us!

THE POWER OF ONBOARDING.



PART 1

Onboarding. What is it?

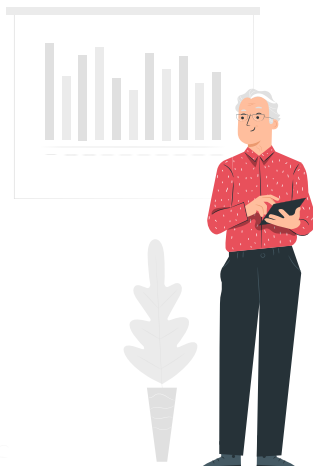
According to Glassdoor, proper onboarding increases team retention even to 82%.

Onboarding is a series of activities supporting the adaptation of a newly hired person.

You certainly can recall the feelings that appeared to you during the first days at work. Stress, confusion, perhaps shame. Lots of new faces, tasks, procedures. This is the reality of every new employee.

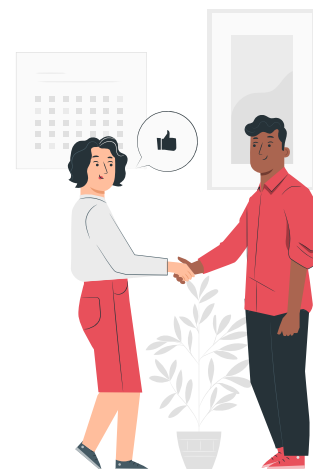
In order to minimize all these inconveniences and make the new crew member feel comfortable, he or she should be introduced not only to the tasks, but also to the “organization life”.

During onboarding, a new employee should get to know:



Company strategy

Describe what your organization is guided by, and what its values and goals are.



Organizational structure

An office map with a description of all the employees could be helpful.



Communication procedures

Show the new person how to report leave, how overtime is settled, and what the document transfer looks like.



Duties and development opportunities

If your company supports its employees, e.g. by giving them funds for education, be sure to inform them about it.



Equipment and tools to work on



PART 2

HR specialist vs. team member

According to the Aberdeen Group analysis, companies that introduced onboarding programs saw increased employee productivity.

Who is responsible for onboarding? It all depends on the size and specificity of the organization. In large companies, the HR team is in charge of it. However, if it does not exist, the task is assigned to the supervisor or so-called buddy.

The perfect onboarding is one with **several people participating**. Then the HR specialist introduces the new person to social issues and presents the company structure, and buddy - describes the tasks and teaches how to use the tools.

Double win!



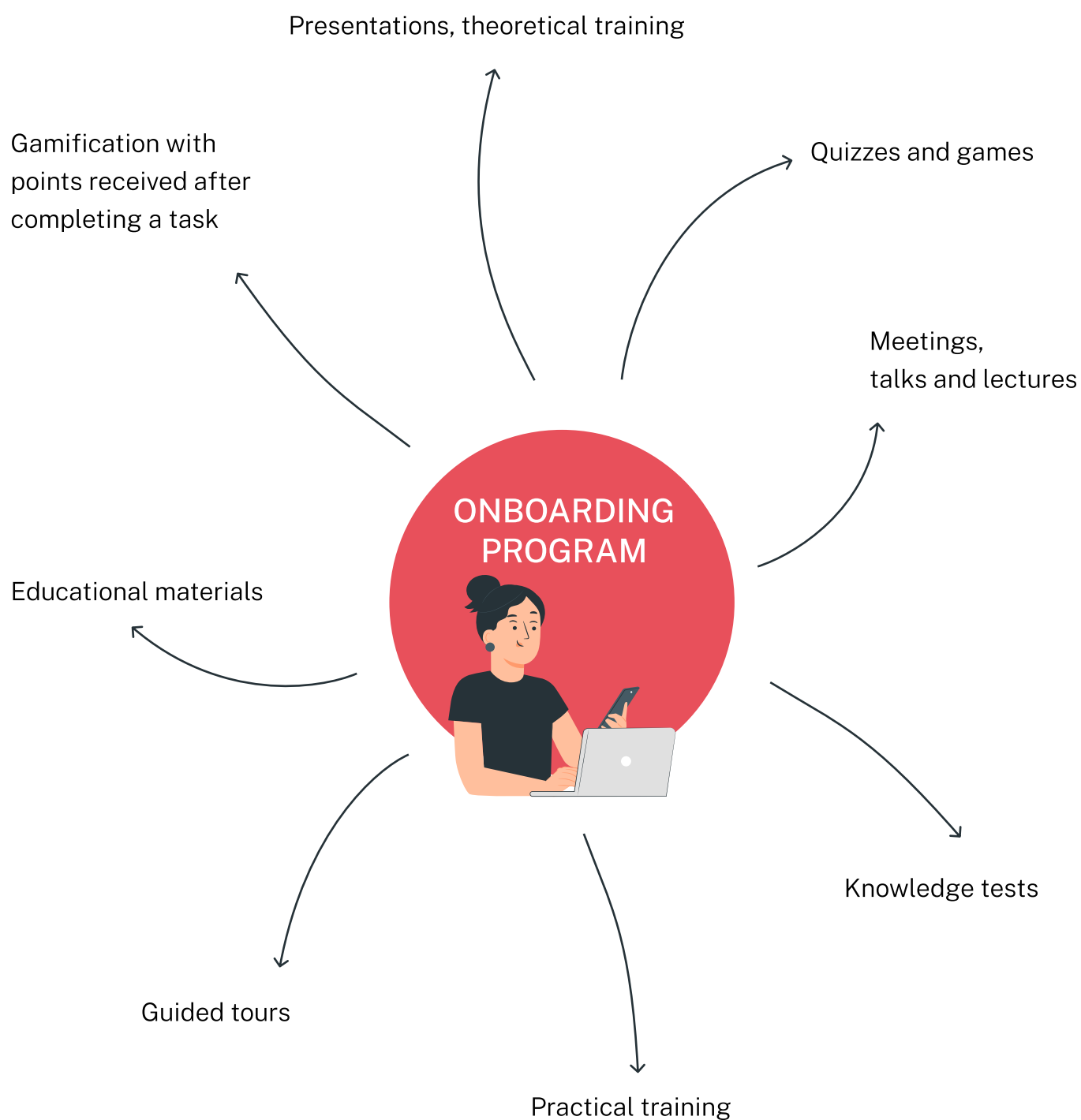
PART 3

Onboarding program

The average employee needs up to 8 months to be fully introduced to his or her role.

To make new employees learn as much as possible, take care of an interesting form of your onboarding.

Submitting a stack of documents for review takes a lot of effort and is boring. Mix many different forms of onboarding and make it fun-both for you and your new staff!





PART 4

Benefits of onboarding

According to the Kronos and HCI, for 62% of employees, one of the most important elements of onboarding is adaptation to the company's culture.

If you think that the onboarding is to simply introduce an employee to the company, you're wrong!

According to the Wynhurst Group, the rotation of employees in the first 45 days of employment remains at the level of 22%. Moreover, as many as 50% of them leave within 4 months of starting a job. This is a real problem that can be dealt with by good onboarding.

Good onboarding
has a number of benefits:

Increased
commitment
and motivation

Effectiveness
and independence
of newly hired members

Improvement
in team
relations



Identification
with a company

Improving opinions
on portals devoted
to work

Limiting
the number
of resignation
letters



PART 5

Onboarding: step by step

As many as 69% of employees who have finished the onboarding are more likely to cooperate with the company longer.

For the best onboarding experience, it's good to plan it in advance.

To do so, divide the entire process into stages, and then perform each of them separately.



STEP 1.
KEEP ENGAGING



STEP 3.
GET FAMILIAR WITH

STEP 2.
CELEBRATE



STEP 4.
FEEDBACK



STEP 1. KEEP ENGAGING

Do you remember the feeling of being lost that we wrote about at the beginning? It appears to new employees not only during their first day at work, but long before they even come to the firm.

You can send an email with information on what awaits the new person on the first day at work. Thanks to this, he or she will know how to prepare.

Ask the new employee to send a few words about himself. This way, you will be able to prepare a welcome graphic that will allow your team to meet him.

Send the new person valuable tips. If your company has its own catering, it is worth mentioning as well.

Employee documentation can be sent by e-mail or by post before welcoming a new employee in the company.





STEP 2. CELEBRATE THE FIRST DAY!

You can only make a good first impression once, so don't destroy it. Make the first day of your new employee special.



Organize a welcome committee

It will be especially helpful if getting to the office is complicated.



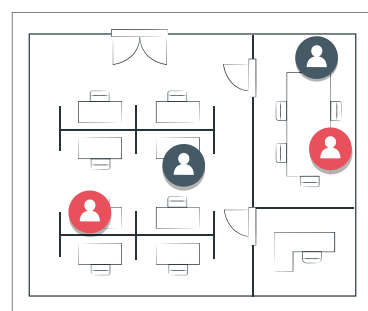
Decorate a workplace

Colorful balloon, bottle of wine, greeting card. Use your imagination!



Prepare a welcome pack.

We wrote more about what you can put in it [here](#).



Give a tour around the office

Also arrange a lunch with the team. In this way, both the new person and the team will have a chance to get to know each other better.



STEP 3. GET FAMILIAR WITH

New colleagues, duties and procedures.

At this stage, we introduce the new employee to the first tasks, show how to use the necessary tools, and set goals.

It is extremely important to communicate to the new persons how their presence affects the future of individual projects and even the entire company. So praise every little success and do your best to make them feel real team members.

Organize **evaluation meetings**. Carried out at the beginning every month, and then every six months, they will allow you to be up to date with what the employees think, what they have the difficulties with.

Select a buddy, the mentor of the new employee, who will accompany him during the first weeks of implementation. However, before you delegate him, take care of his training. Buddy should be able to answer every question and know necessary tools.



STEP 4.**THE POWER OF FEEDBACK**

The new employee may be shy at first, so be sure **to ask him for feedback** on the company's processes. His opinion will help you improve them in the future.

The questions should concern:

- ☒ recruitment questions
- ☒ job offers
- ☒ onboarding components
- ☒ training and educational materials
- ☒ the role of the buddy
- ☒ preparations for a new position
- ☒ team relations and work atmosphere



PART 6

How long it takes?

According to the Aberdeen Group, only 37% of employers use onboarding for longer than a month.

Onboarding begins while carrying the first recruitment interview.

During it, the HR specialist or the future supervisor briefly presents the duties, describes the organizational structure, and discusses basic goals and company values.

The full introduction depends on the company and position it refers to. Sometimes onboarding lasts no more than a month, but sometimes it can be extended to three, four or even six months.



PART 7

Tools in onboarding

Did you know that the stress associated with new employees on their first days at work can be higher than during mourning for the death of a friend?

To make the onboarding process easier for everybody, you can use these proven tools:

Knowledge base contains key documents and information like templates and regulations, presentations, HR information.

Company structure with selected rooms and names assigned to them, can help new employees to get familiar with the office.

Discussion groups for a quick exchange of information between employees from individual teams.

Surveys provide information on the quality of the onboarding process.

Knowledge tests enable the quality of onboarding to be verified.

Culture book describes the goals and company values, and introduces the organizational culture.



PART 8

Remote onboarding

The onboarding makes that even 91% of employees decide to stay longer in a given company.

If it comes to remote workers, the adaptation process is even more important as the lack of all access or other relevant information may prevent them from doing their job.

Recreating your first day of work online is extremely difficult. The new employee will not experience the specific atmosphere from the office. Even so, you shouldn't give up.

1

Solve the logistical issues related to the **necessary documents**, such as an employment contract. You can do it electronically or by mail.

2

Organize an **online meeting** where the new employees will meet their teammates and the IT specialist will remotely configure their work equipment.

3

It is welcome to take a **team photo online** and share it in the group chat. In this way, the new person will feel the crucial part of the crew.

4

Don't give up on **welcome packages**. Even if your new employee is not in the office, he or she will be happy to receive a gift with company gadgets.

5

Monitor your new employees. Use surveys, so you will find out what the new people think about working in your company or if they cope with difficulties.



At the end

Have you read our guide and still feel kind of lost?
No worries! We will be happy to help you create
an onboarding program tailored to your organization
needs. So if you have additional questions or simply
don't know how to implement onboarding
in your company, contact us. We'll take care
of everything!



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