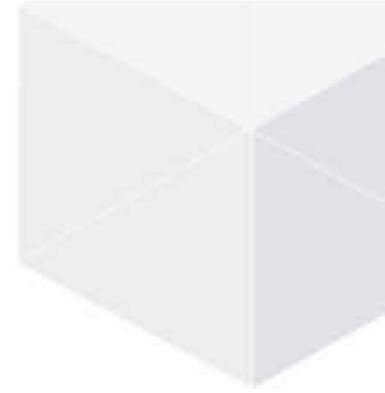


An Ultimate Guide to Employee Onboarding





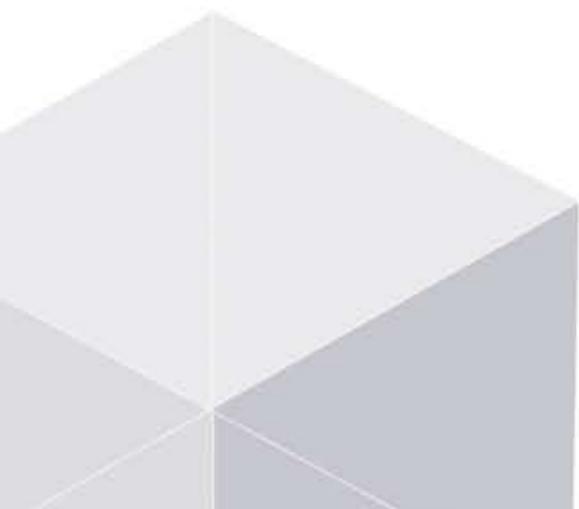
What is Employee Onboarding?

Employee Onboarding refers to the process of acclimating a new hire to the organization's values, culture, systems, and processes. It involves welcoming and equipping new employees in a way that helps in improving overall retention, productivity and growth of the organization. A sound onboarding process is key to getting hires integrated into their role and the organization culture. This directly aids in lowering disengagement and boosting retention creating a workforce that is engaged and committed.

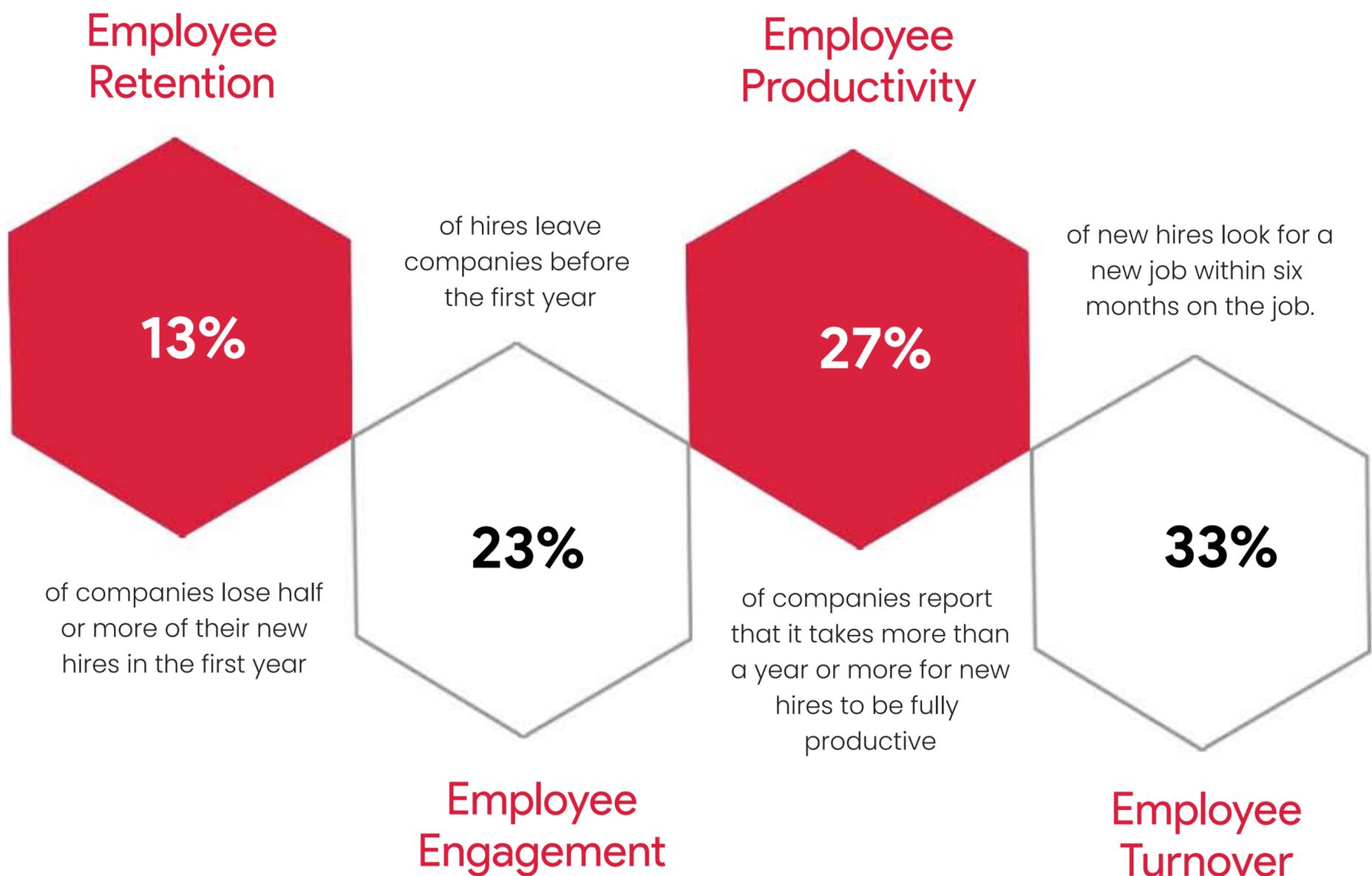
Onboarding sets the pace and tone to an employee's stint in the organization. Hence, much care has to be taken, to handhold and ensure that new employees are assimilated into the organization with a well-oiled onboarding process. As companies grow bigger, it is essential to build a formal, structured and effective onboarding process.

EMP Trust's Ultimate Guide to Employee Onboarding will cover

1. The benefits of employee onboarding
2. Remote employee onboarding best practices
3. Sample employee onboarding process



A sound onboarding process directly affects



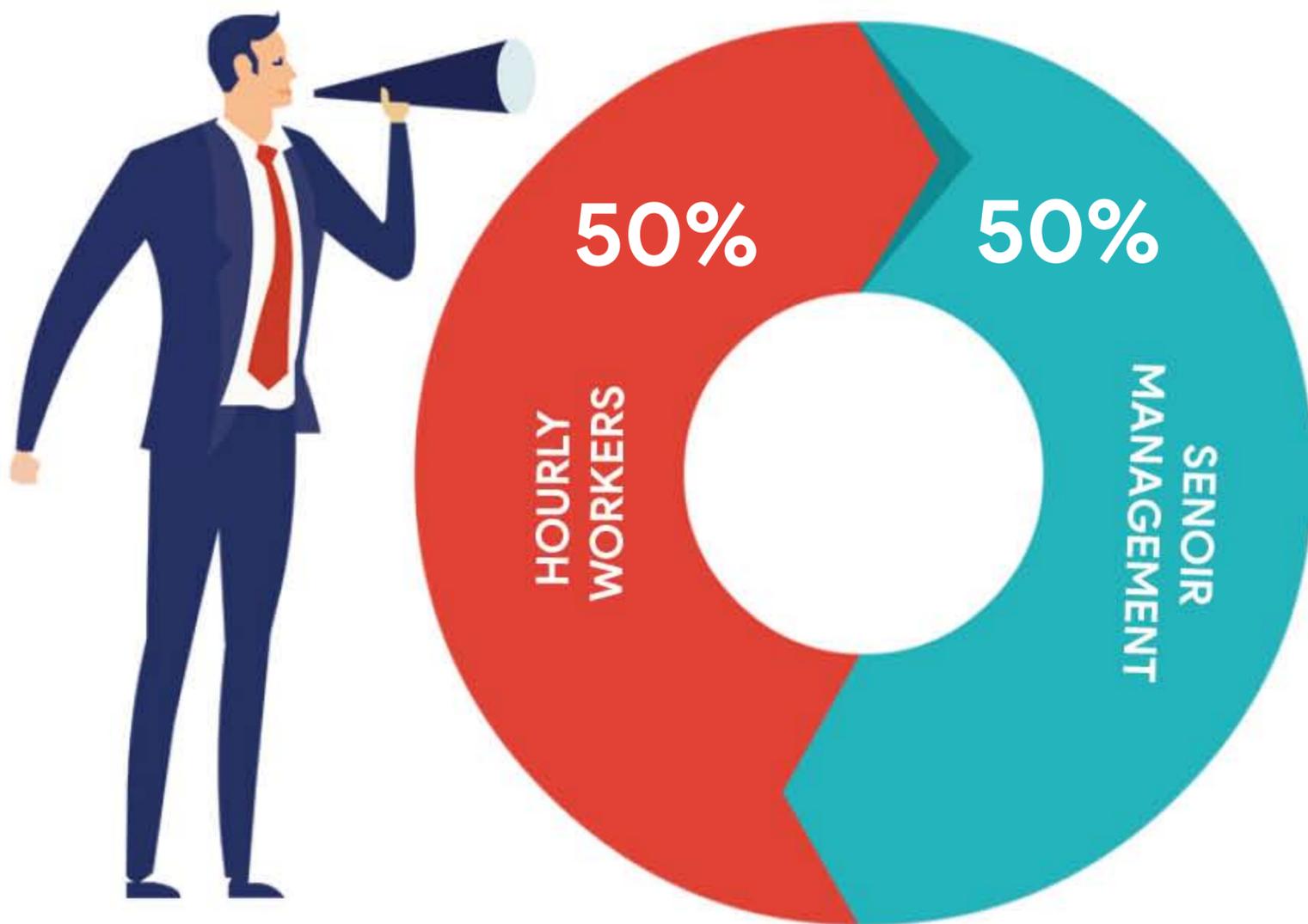
Ultimately Affecting **Profitability**

High replacement costs creates a need for a sound **onboarding** process.



The cost of employee turnover is estimated to range between **100%** and **300%** of the replaced employee's salary.

A sound **onboarding** process has implications across managerial grades.



- **50%** of all hourly workers leave new jobs within the first 120 days
- **50%** of senior outside hires fail within 18 months in a new position

Advantages of a sound **onboarding** process

Higher Employee Engagement



new hires are likely to stay with the company after three years with a formal onboarding program.

Higher Retention



50%

Increase in new hire retention with a formal onboarding process

Higher Productivity

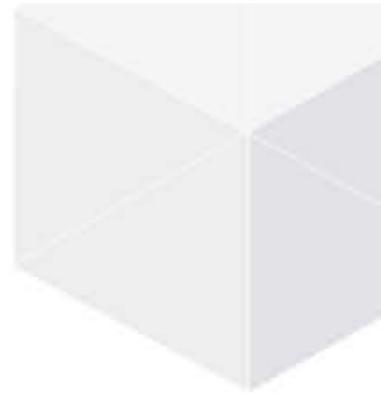


54%

higher productivity in new hires with standard onboarding processes



The Aberdeen Group benchmarking studies have shown that organizations considered “**best in class**” for onboarding have formal **onboarding** programs.



Best Practices to Onboard Remote Hires

As remote hires tend to work in varied places and time zones it could be challenging for them to acclimatize to the new work environment. Here are some best practices for onboarding remote new hires and easing them into your company setup.

Get Paperwork out of the way early

Since you don't have to wait for remote new hires to show up at a physical location to assign them a set of new forms, you can get this sometimes time-consuming and cumbersome process out of the way early right after the new hire signs the offer letter. This provides remote employees a lot of space and time to fill things out.

90% of paperwork can be finished prior to joining using onboarding solutions. Fully electronic onboarding provides smart & custom e-forms with electronic signatures and reduces paper works. Go paperless and automate all your tasks and paperwork. Form I-9, E-Verify, W-4 are filed electronically by the new hires and signed using digital signature further simplifying and streamlining the onboarding process. Form I-9 is audited electronically. Give way to a smarter set of processes for the HR and new hire saving both time and cost.

Provide essential information

Take heed you communicate all the essential information that the remote hire needs to know at the time of joining. Set up his email address, along with access credentials for your company's email platform. Give details about whom and where of reporting and how to fill in his daily task status. Also provide access to resources such as timesheets, as well as job-related tools, networking tools along with their login

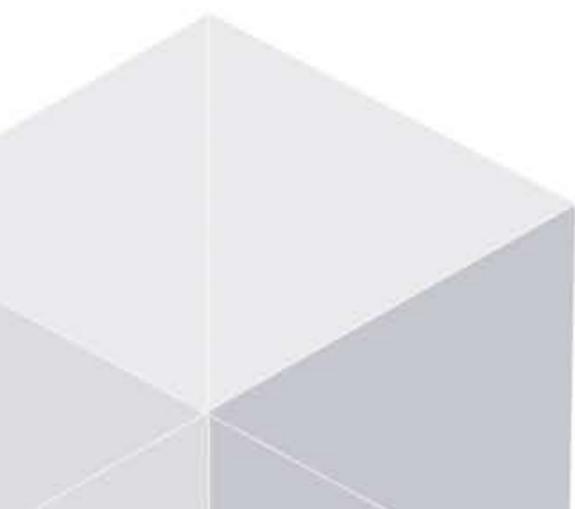


information and passwords. Share a brief about the first week's itinerary with duties and tasks. Explain and highlight incentives, benefits, and remote employee perks at the offset. Make sure to provide accommodation details if the same is arranged by the company.

Schedule virtual meetings

Schedule meetings for the new hire via video conferencing tools like Zoom or GoTo Meeting and use internal communication applications like slack to introduce the new hire to his team and managers. With this method, new hires can build the needed connections within the organization hierarchy to feel at ease and get into his job right away. Virtual video meetings ensure the new hires get a personalized experience and help them nurture required connections with their manager and team.

Double-check that the remote employees have understood their role, tasks, and the tools they'll use at work correctly. Detail upcoming projects, and share access to the employee portal.



60% of managers who fail to **onboard** successfully cite failure to establish effective working relationships as a **primary reason.**

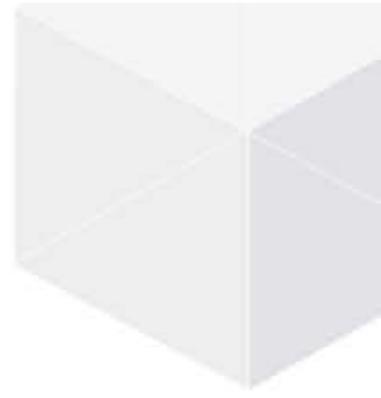
Create a good first impression

First impressions tend to last a long time. Ensure the initial impression of the new hire about the organization is a good one. Send him a personalized note on the day of joining. Welcome him on day one with a gift or hamper to make him feel special. A welcome video message from the CEO or manager would help a great deal in the new hire integration into the company culture.

It's vital that the new hires feel they are a part of the team to which they are hired. The team members should connect with them, build relationships, address their concerns, and handhold them in the initial few days. Creating necessary connections will have an impact on performance and productivity. Schedule a virtual meeting with senior staff to ensure the new hire is on the right track and has a correct understanding of organizational goals.

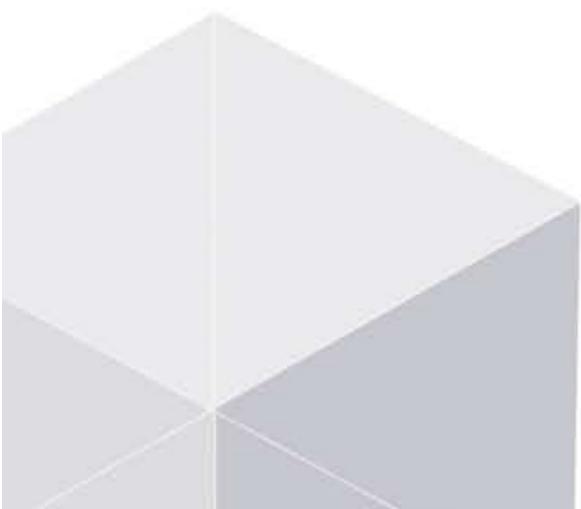
Provide access to tools

Provide secure access and share login credentials to tools and applications that are needed for new hires to perform their job. Train them on how to handle these tools such as project management tools or networking tools. By training new remote employees on how to use and manage job-related tools, their growth can be fast-tracked and they start being productive faster. Start with sharing a guide that explains how each tool is to be used, navigated, and managed.

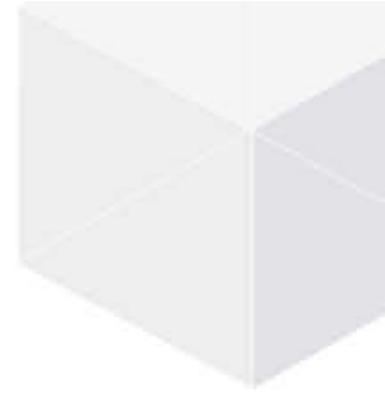


Define goals

Set KPA's, KRA's, short term and long term goals for each new hire so that they know what is expected of them. Giving the new hires a clear understanding of their duties and responsibilities lays the foundation for the new hire's success. The business and the new hire should be on the same page on Organizational objectives, norms, values, and individual and team goals. The company should also implement and monitor these goals with set time frames for evaluation, reviews, milestones and take corrective action where necessary.



Sample Employee **Onboarding** Process



Onboarding Phases Pre-Onboarding:

Most companies will start the process earlier than the start date for many reasons

- To provide information that will be useful and to keep the new hire engaged.
- To complete required forms such as I-9.
- To complete required background checks if this is a contingent hire.
- To provision required equipment, software, computer and resources for new hire.
- Get vaccination status and update information if your company needs to comply with Federal contractor guidelines or meet the employee threshold.

Prior to Day 1

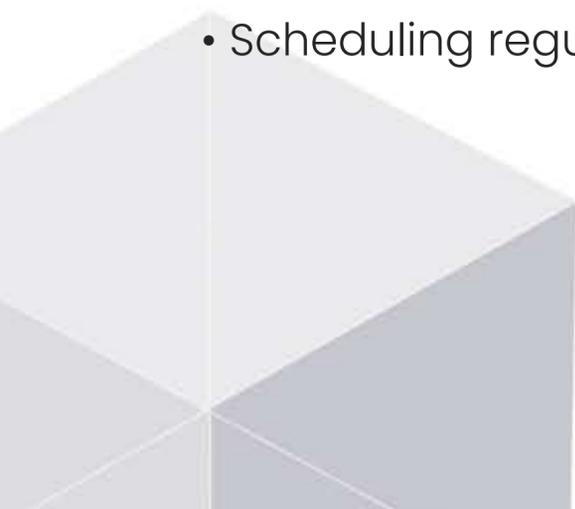
- Provide a preview of work and culture at the organization through emails or booklets.
- Provide access to Employee HR information system and let the employee fill in details prior to joining.
- Provide enough information for them to be ready for their first day at work, from office norms to office dress code.
- Ready the new employee's security and access tools (badges, keys, IDs, security codes).
- Provide a name plate on the desk or door as a sign that you have prepared the space.
- Make sure the new work-space is clean and cleared of clutter.



Day One

Day one is normally the start of the onboarding journey for the new hire at the employer's location and is a crucial step towards creating a great first impression.

- Sending a welcome e-mail and a welcome packet to a new employee prior to their start date.
- Meet and greet with the team.
- Choosing who will greet the new hire on the first day.
- Office Orientation - office layout, restrooms, security process, café.
- Meet with mentor, buddy and Sr. management.
- Assign HR orientation, training plan and policy orientation.
- Inform about payroll dates, timekeeping, leaves policy, system access etc.
- Checklist of items needed for the new hire - badges, workstations, laptops, credit cards, business cards, phones etc.
- Determining the new hire's technology requirements.
- Assembling the new hire's workstation prior to his or her first day.
- Identifying the HR documents that must be completed.
- Scheduling important introductory meetings and events.
- Scheduling regular check-ins with the new hire for at least the first three months.





First Week

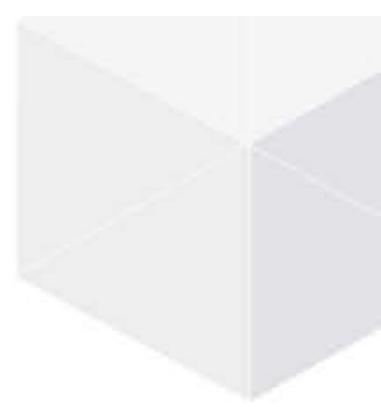
By the end of the first week, a new hire must be familiar with the people and the place. The goal should be to ensure the new employee understands the essential work processes and has a clear idea of the expectations and responsibilities of his role. A guideline for the first week includes:

Start them on the work

- Give a first assignment.
- Set goals both short term and long term.
- Provide more information with regard to teams and department to understand the value generation with respect to the larger organizational goals.
- Provide training on systems, procedures and job specific needs.
- Provide an overview of the performance review system, the reward system, development and career growth in the organization.
- Provide opportunities for job shadowing, realistic job previews.

Debrief and Feedback

- Provide immediate, but meaningful feedback, so that the new hire is quick to grasp and understand norms and expectations in the team.
- Debrief and connect with the employee each day of the first week.

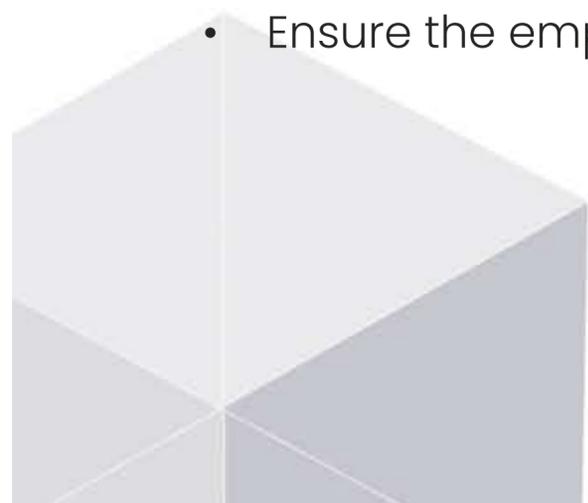


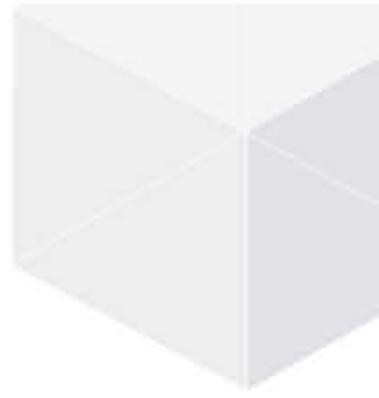
- Facilitate meetings with HR; skip level managers, other related team managers, coaches and mentors, and CXO level managers.
- Facilitate meetings with business line managers and executive level leaders to reinforce company goals, organization values and vision.

What to do in 30- 45 days of joining

At this stage, the employee is expected to have fully understood the performance expectations with regard to his role, and the organization continues to handhold and equip the employee, and facilitating relationship building.

- Get feedback from the employee with regard to his “settling in” – in the organization.
- Provide relevant feedback - regularly and consistently.
- Review performance and development goals.
- Facilitate one on one meetings with managers, skip level managers and HR.
- Facilitate relationship building across business and functions.
- Review the employee with their buddy with regard to any queries.
- Facilitate socialization with the new hire taking an active part in office events, work related and otherwise.
- Ensure the employee has attended the new hire orientation program.

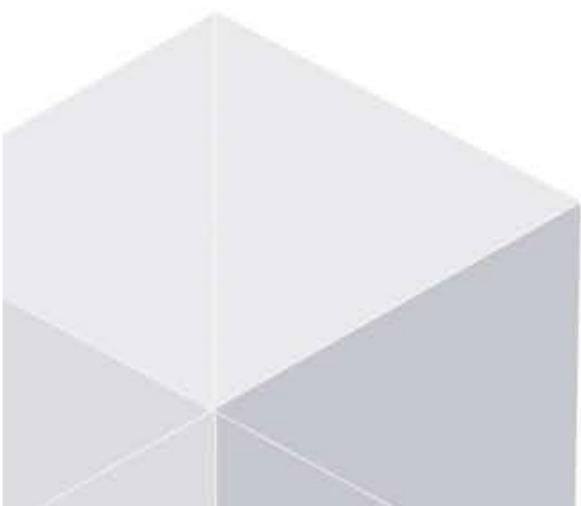




First 60 – 90 days

By 90 days the employee should feel a part of the organization, able to work and produce results independently.

- Review and discuss performance and development goals.
- Provide meaningful feedback, and facilitate necessary training.
- Get employee feedback on the onboarding and new hire orientation program.
- Continue one on one meetings.
- Set realistic performance goals.
- Review the employee with the assigned buddy for feedback.
- Continue facilitating relationship building and socialization in the organization.
- Facilitate job shadowing.



EMP Trust is a best-of-breed provider and industry leader for employee onboarding, Form I-9, and E-Verify software that allows companies to effectively hire, manage talent, comply with Federal and State regulations while creating a visually rich onboarding experience for your new hires.

SCHEDULE A DEMO

CALL US: 240.252.4007



Thank you
www.emptrust.com

