

Onboarding 101

An HR Guide to Creating a Better Onboarding Experience to Ensure New Hires Get Off to a Great Start

What is employee onboarding?

Employee onboarding is the process of introducing a newly hired employee to an organization through expectations, routine, and company culture. By implementing a successful onboarding program, new hires experience the best that your company has to offer right from the start.

To encourage innovation and continued growth, employee onboarding allows you to set the tone. You are more likely to make a lasting impression on your new employees and get them up to speed more quickly.

Why is employee onboarding so important?

More employees are lost in their first 6 months at a company than at any other time as referenced by the below data:



Great employee onboarding can improve employee retention by

82%

**source: Glassdoor*

During onboarding, employers make a business deal with new employees. This mutually beneficial “PACT” can be broken down into four key areas of focus:

Planning

Onboarding sets the tone for your employee’s overall experience at a company. To create a lasting, positive impression with new hires, invest more time and planning into the employee onboarding process.



37%

of companies ensure their onboarding programs run for more than a month.

*source: G2

One of the biggest mistakes you can make during the onboarding process is shortchanging the effort and timeframe. Plan your training schedule well in advance, not improvised from day to day.

Administrative

With the right HR onboarding software, you can make the administrative side of employee onboarding paperless and painless—and it should all start well before your new employee’s first day.



58%

of organizations say their onboarding program is too focused on processes and paperwork

**source: Human Capital Institute*

Utilize virtual and remote onboarding tools before new hires even step foot in the office.

Provide a daily itinerary for the new employees' first few days and overviews of the first several weeks. Additionally, provide a clear set of goals and benchmarks that they should be working towards until their first performance review.

Culture

Set the tone by emphasizing company culture throughout the hiring process. HR, managers, and senior level employees must be entrusted to set the ultimate example. Embody the attitude that you want in your employees when it comes to culture.



54%

of companies with effective onboarding programs see an increase in employee engagement.

**source: SHRM*

Get your new hires excited about joining a valued team at an excellent company. When you make co-worker introductions, take time for employees and new hires to make personal connections.

Training

Get new hires involved as soon as possible. A Learning Management System (LMS) makes it easier to train new employees in their first few weeks, as well as cross-train employees and promote continuous learning throughout the company.

An LMS provides training solutions without adding to the burdens of supervisors and HR. Track new hires as they complete orientation lessons. Add custom training modules to close any important skill gaps.



How can HR technology improve employee onboarding?

If your company has a solid employee onboarding plan and utilizes onboarding software, you can avoid most of the pitfalls that can ruin the experience for new hires. Improve your onboarding process with a true commitment, more time, and technology upgrades.

Starting before day one

Hiring new employees is expensive and time consuming. Everything, including paperwork and equipment, should be ready in advance.

New hires should also start paperwork before their first day. By utilizing onboarding software, all employee data can be completed virtually and easily flow to connected HR systems.



Organizations with an exceptional onboarding program increase new hire productivity by

70%

**source: Glassdoor*

Formalized employee onboarding process

Far too many organizations are missing a formalized onboarding process. While it should be repeatable, your process must be flexible for different roles, responsibilities, and any roadblocks. With a standardized process, you can always adjust for better results.



33%

of organizations say their onboarding program was informal, inconsistent, or reactive.

Streamline administrative tasks

With any employee onboarding, there's going to be a ton of paperwork along with it. But don't let that worry you. With recruiting and onboarding software, these tasks can be easily:

- Created
- Assigned
- Tracked
- Approved digitally

The average new hire onboarding experience consists of **54 individual activities.**

**source: G2*

Begin training immediately

While all employees benefit from continued learning, new hire training is a critical component of onboarding. Allow new hires to get a preview of their potential professional growth at your company while benefiting from new hire training in their first few weeks. The recruiting software and process are the same, so they are set up for success early on.

3.5X

When professional development is addressed during onboarding, employees are **3.5 times more likely** to label their onboarding process as exceptional.

**source: Gallup*

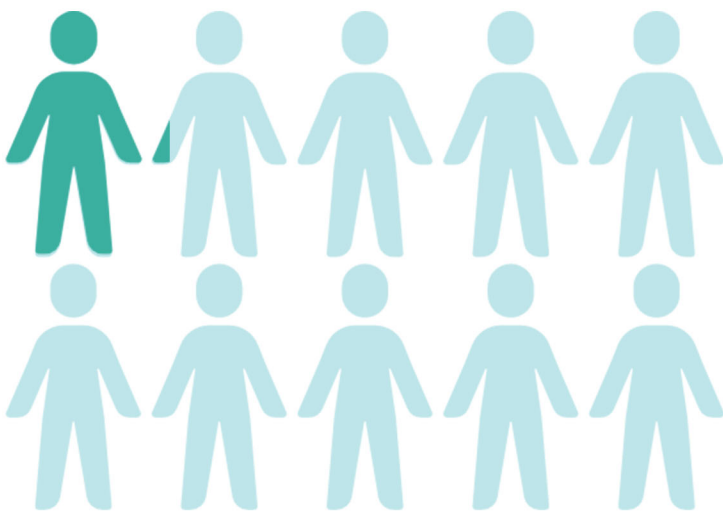
Seamlessly incorporate payroll and benefits

The best feature of HR software is that it is a system executing countless HR functions simultaneously. With the right technology provider, information flows seamlessly from one function to another—including payroll, time & attendance, benefits administration, and more.

When HR functions are connected and working in conjunction with one another, HR professionals are able to dedicate more time and resources to making human connections, rather than performing administrative tasks.

Measure success through data and analytics

Aided by onboarding software, your new hire process should be consistently examined for improvements based on data collected and direct feedback. The easiest way to begin collecting data is to standardize your process and establish a baseline. Once enough data is collected, you can analyze your employee onboarding strategy for success and make changes as needed.



Only
12%

of employees think their organization does a great job of onboarding new employees.

**source: Gallup*

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