



Virtual Onboarding: 5 Keys to success

INTRODUCTION:

When most people think of onboarding, they think of paperwork, mandatory documents, some training sessions and a small talk. However, the onboarding process is much more than a formality for new hire – it's first impression of the company.

HR Managers faces different issues from day to day basis but none more intense than recruitment and onboarding. After a lot of struggle finally one is able to shortlist a candidate but even the bigger challenge is awaiting that is onboarding and assimilating new hire into organization. But sometimes all these went into waste when new hire turns to be dropout or no-show on day1 of joining.



But what if one structured onboarding program can implement into your current HR landscape which increase employee engagement, predict no-shows, digitize each and every document along with compliances in legally acceptable manner, improve retention rate and what not. It's not a dream but a reality which can be fulfilled by MyJoining a preboarding and onboarding framework.



5 KEY INSIGHTS TO HAVE A DIGITAL VIRTUAL ONBOARDING PROGRAM

1. Preboarding

The first step to a great onboarding process should always be pre-boarding. This stands true even for remote onboarding. Rather than have the first day of the process be stuck in a room, filling out paperwork, let your new hire spend some time with their new team. Get them all involved in some online games, something that encourages social interaction. The faster new team members are acclimated to the team, the faster they get up to speed and can really contribute

2. Gamify your virtual Onboarding Program

While modern virtual training platforms offer many features, many do fall short in the engagement section — which is where gamification can help. Training Industry, Inc., defines gamification as “the process of applying game designs and concepts to learning or training scenarios in order to make them more engaging and entertaining for the learner.” Importantly, simply including games in training is not gamification. Rather, gamification is leveraging game mechanics, such as rewards, points, competition and leaderboards, to improve the outcome of training.

3. People Analytics:

Companies that embrace people analytics to uncover and bridge the gaps within their organizations will be better prepared than their competitors to win.

- Tracker Report- Candidate who are landed on the onboarding stage and successfully hired e-code generated
- Standard Data Format Report- Overall Data of the tool of the candidate at different stages along with their status like- Pre offer, pre onboarding, onboarding
- Background verification Form Report- Candidate who all are meet criteria of BGV
- TAT Report- Candidate when they have onboard in a tool when they have completed all the tasks, Pre-offer stage, Pre-onboarding stage

4. 30-60-90 Days Onboarding Plan

1. Plan is a systematic planner that helps new hire to understand his roles and responsibility, also helps him/her to grasp their office culture and activities so that they can analyze their productivity, capabilities and interests.

Below are the 3 objectives that can be achieved through 30-60-90 days plan

1. Increase Employee Productivity
2. Better Employee Engagement
3. Decrease in Early Attrition

5. MICRO LEARNING

As already discussed, risks have shifted in our new normal — and compliance training topics should be prioritized to account for this changed environment during Onboarding. Take the time to update training plans and modules to focus more on the unique circumstances remote employees now face in their day-to-day work. The current business environment is also reinforcing the unique nature of each employee's role. A one-size-fits-all Onboarding process — particularly with compliance training — may not deliver an optimal experience for every hire. Employees may need to receive additional targeted information based on their role, including managers and those engaging in high-risk activities.



PITFALLS OF TRADITIONAL ONBOARDING

Over the past decade, many organizations have developed onboarding programs to improve retention, engagement and their overall employee experience. But a recent study by Gallup has found that most organizations are falling woefully short of the mark. Only 12% of employees strongly agree their organization does a great job of onboarding new employees.

The consequences are significant regrettable turnover within the first year of employment and low engagement among employees who stay. Organizations may have great talent attraction strategies, but they stumble once new employees get in the door due to below poor Onboarding Processes:

1. MANUAL PROCESS

New joiner's formalities and paperwork generally last for 2 to 3 days. Paper based processes are lengthy and difficult to track, and the potential for human errors is elevated.

Moreover on the day1 of joining new hires are filling up the forms which kills their excitement and day1 productivity.

2. LACK OF PREBOARDING ENGAGEMENTS

Our recent survey shows that HR's and organization are diverting towards Onboarding but the most important missing piece of Onboarding that is preonboarding engagements are still missing and due to which organization are losing their best of talent on day1.

3. MORE TIME TO PRODUCTIVE

Unproductive employees can have a negative impact on your organization's productivity, efficiency and morale. It is observed that New hires lose productivity of around 3 to 4 days in the traditional onboarding pattern

4. LACK OF EMPLOYEE ENGAGEMENT

Actively disengaged employees drive up absences and lay negative influence on their colleagues which in return to organization can cost substantial amount of money, time and in both lost resources and productivity.

5. LACK OF COMMUNICATIONS

In addition to providing new hires with effective training tools and learning material, managers need to invest time in building a positive relation with new hires. If the manager is not interested in providing a great experience for new hires, engagements will be impacted directly.

- Lack of clarity regarding roles and responsibility
- Lack of communication and coordination between new hires and managers
- Too much of information on day

THE ISSUE WITH HR TECH TODAY

Most Onboarding software programs are deemed successful. For example if a laptop is delivered on time or a successful onboarding planner is made, and HR have managed to save a few hours on a week for admin and other manpower.

- The issue with business centric Onboarding
- Underestimate the role of managers in creating experience that wow new hires.
- Lack of human centered approach to supporting these managers
- Traditional onboarding method like days spent in joining documentations and formalities etc.
- Lack of employee experience



Conclusion:

In 2021 when everyone has managed to move on from pandemic and growing towards digital transformation is one of the key thing for HR to possess digital transformation in HR Onboarding which is one of the most time taking process for HR. By implementina a digital and customizable onboarding program is something key need of an hour. It is also important because it save cost and time both and help HR to invest their time in many other important task.

How MyJoining can help?

MyJoining is an HR Automation platform that creates a comprehensive employee experience for the new hire, from the time of acceptance of offer letter to the end of the onboarding phase. It takes into account all different aspects of employee onboarding and focuses on the following KPIs to help HR Leaders get the best out of their time, efforts and personnel.

The KPIs are:

- 1) Cost of Onboarding an employee
- 2) Employee Productivity
- 3) Employee Experience
- 4) No-show rate
- 5) Employee Retention
- 6) Employer Branding