

Digital Onboarding: How to Ensure New Hire Productivity While Working Virtually

**KICKSTART YOUR
ONBOARDING
JOURNEY IN
THE RIGHT
WAY!**

MyJoining
Reinvent Onboarding

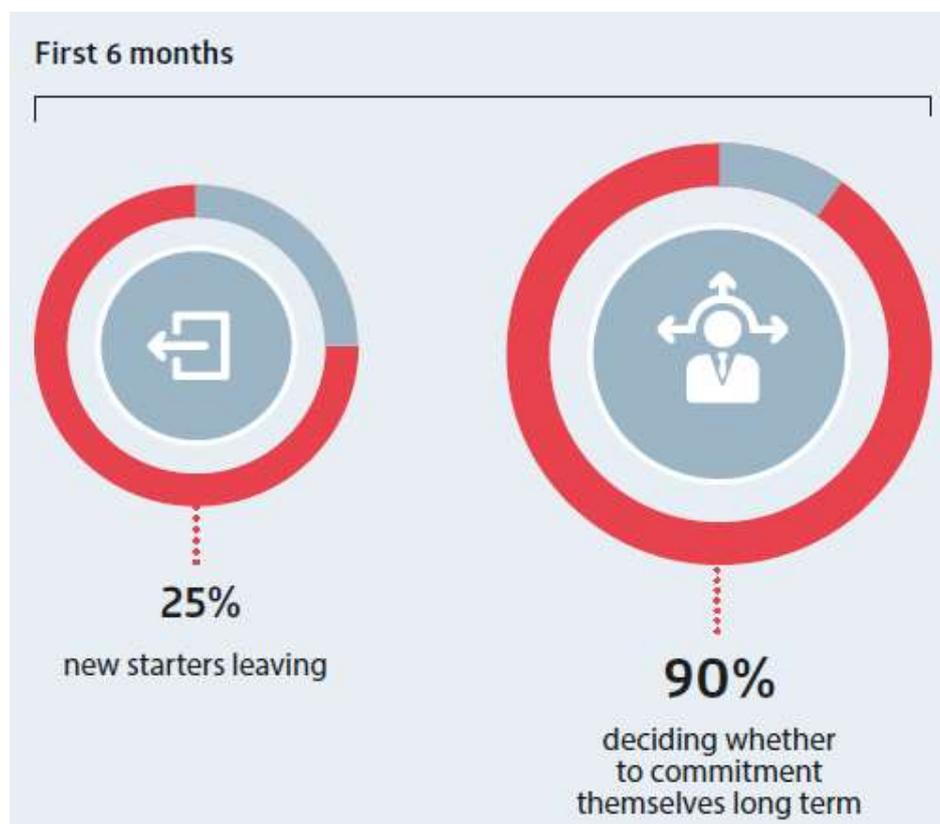


**HOW TO ENSURE NEW
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VIRTUALLY**

Introduction

A systematic and comprehensive approach to integrating a new employee with the employer and its cultural, while also ensuring the employee is provided with all the tools and information necessary to become a productive member of the team.

Many companies today are allowing employees to work remotely. And after the pandemic hit hard the world **“Work from Home” becomes the new normal everywhere**. With technologies, cloud-based applications, video calls, VPN access etc. employees are able to get their job and work done easily from anywhere. Allowing employees to work remotely offers improved employee satisfaction, reduce attrition, reduced unnecessary leaves etc. The **business scenario in 2020** is such that enterprises that are not automating and digitizing day-to-day operations are bound to be left behind. The whole concept of a digital workforce is more relevant than ever with 90% people across the world forecasted to own a mobile device while almost 91% keep their mobile devices less than a metre away, whether awake or sleep. Traditional methods of going about the HR function are getting obsolete and it is more important than ever to utilize technology to engage, enable, evaluate and educate new hires.



Busting some new hire productivity myths in a world before Digital Disruption

1. Taking new hires through a presentation about your organization during induction and telling them, “Get back to us in case of any queries” or “Go through the company website”, is not at all ideal. Believe it or not, 37% of organizations don’t have any onboarding mechanism in place. Induction is only a single aspect of onboarding that is often wrongly

treated as a substitute for a comprehensive onboarding. Irrespective of what stage they are at in their career, onboarding them successfully is bound to create an environment for them to stick around and be successful.

2. It is a common belief that huge monetary incentives can motivate new hires to do better. However, as per research, financial prospects play a smaller role in new hire productivity than lack appreciation, lack of career growth, organizational instability and job expectation mismatch. If we set out to solve the productivity problem, there are other things to be looked at first.
3. Putting a new hire's job under constant scrutiny is also not a solution. They often need to be given the space to learn and grow into their new role. Constantly asking them for reports is overwhelming and even demoralizing for the new hire if they are not able to perform. Rather than a constant analysis of their daily job, giving them a sustainable plan for their growth is bound to yield better results.

Why New Hire Productivity is Important?

It takes new hires **8-12 months more to gain proficiency** comparable to their tenured co-workers. 

 Lost productivity due to new hire learning curves can cost from **1-2.5% of total business revenue**.

In India, An estimated **\$5 Billion** is spent annually to keep unproductive employees who do not understand their job. (MOSPI) **\$5 Billion**

BUSTING MYTHS

Busting Some Employee Productivity Myths

An induction acclimatizes new hires to their new organization. 

 Big incentives are the best way to increase new hire productivity

Put new hire's role under the microscope 

What is Employee Productivity?

Employee Productivity also referred to as workforce productive is the major objective for organizations. This is because higher level of productivity provide an organization and its

employees with various advantages. Employee Onboarding if done nicely helps in making new hire productive within a week.

What Effect does strategic onboarding have on Employee Productivity?

A study suggest:

Only 49% of New Employees without formal onboarding meet their first performance milestone.

In Contrast, 77% of employees who are provided with a formal onboarding process meet first performance milestone.

Reseachers says Organizations with Digital onboarding process experience 54% greater employee productivity

Challenges of new hire while working virtually

1. **Lack of Communication** - Sitting physically in office and speaking with the employees, creating an environment of group cohesiveness is totally missing with new era. The biggest reasons for this communication barrier are the cultural differences and time zone differences between virtual workers. Additionally, the visual cues and gestures that you pick up on with in-person communication are missing! It may create conflict between co-workers.
2. **Interruptions:** Having family, pets, and/or a doorbell. Unlike offices, your home is full of distractions. Whether it's your children shouting or loud music playing near your house, any distraction can easily affect your productivity. Although working remotely can be comfortable, it can also make it hard to focus! In such cases, virtual employees may not achieve the same focus and productivity as they do in the office.
3. **Challenge of Supervision & Mentorship:** Lack of Supervision is a question for the Supervisor if the employees are not sincerely accountable for their roles and responsibility. Virtual teams may lack the motivation to be productive— especially if they're used to constant monitoring in a traditional office. This can negatively impact their results and growth!
4. **Complicated coordination in project management:** Traditionally, teams plan and review project progress through in-person meetings and discussions. However, that's not possible for virtual teams! Since remote teams often work at different times, it can be difficult to coordinate and conduct frequent team meetings. Additionally, even with advanced video conferencing software, you may not be able to get your point across as effectively as an in-office meeting could. Thus it creates Communication Issues and Being Out of the Loop.

5. **Loneliness and lack of human interaction** - As virtual team members aren't interacting with their co-workers, it can result in a lack of team spirit. This, in turn, can create a lack of trust and hesitation to depend upon fellow co-workers. This will ultimately have an impact on the quality of teamwork in your virtual team. Without enough human contact, not only is collaboration affected, but members may feel demotivated and disconnected – further diminishing performance.
6. **Low self-esteem and mental health**- Mental health and mood are also closely linked to productivity and performance. It can be difficult for employees to be as efficient as they were before, adding to its lack of motivation and appreciation can drop in performance may, in turn, make them feel even worse.

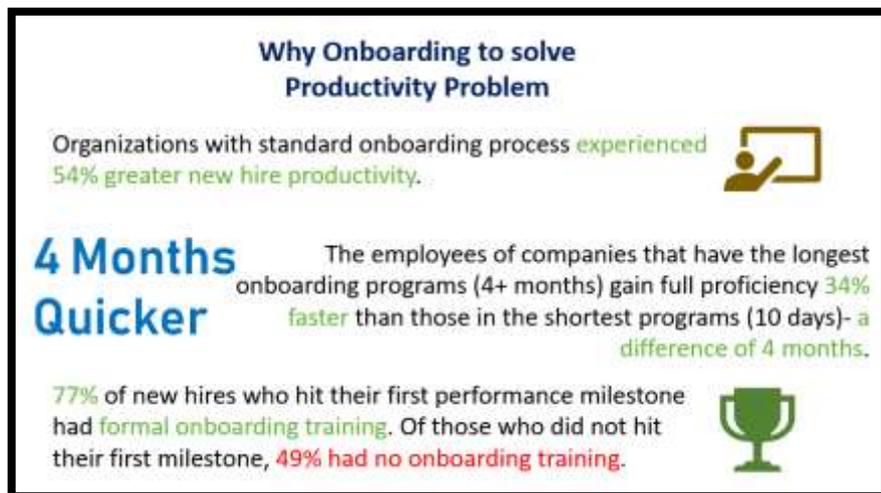
Five Best practices to ensure new hire productivity virtually

1. **Planned Specific Working Hours and Time limit for response** – Having mandatory common online working times across globe, it will help employees to collaborate together. Decide how long a virtual employee can take to respond to a message or email. This way, no query or request will go unattended for too long, and teams will function smoothly.
2. **Effective Tips for WFH** – Most important is to picking up a work place at home to set a work station. “Ergonomics means” – the study of people’s efficiency in their working environment. Thus correct posture, sitting arrangement are really a key. Manage your time and communicate, so that other people in home knows when to interact with you and will not end up disturbing you in every min.
3. **Monitoring And time tracking onboarding framework:** Employee monitoring and time tracking tools can bridge the accountability gap for most remote teams. These tools allow you to:
 - Track what each team member is working on
 - Track the time taken for each task
 - Record the websites and apps used during work hours
 - Analyse efficiency via time usage reports
 - Identify barriers to productivity.
4. **Encourage socialization and casual interactions through Buddy program:** It’s a great idea to encourage socialization within your team to build friendly relationships. Start regular meetings with a casual session and invite co-workers to interact with each other. Create a team-wide informal channel or chat room for general conversation. This will help to create a culture and shows how the employer care for them.
5. **Tapping a back (Appreciate them) and increase self-esteem (Gamify Onboarding)** - Try and regularly highlight each team member’s achievements. This recognition alone can be a good motivator for them to keep working hard! There are simple ways to help you increase your self-esteem and build confidence in yourself.
 1. Challenge bad thoughts about yourself
 2. Take care of yourself
 3. Be sure to relax
 4. Set goals for yourself

5. Help somebody else out
6. Take a different perspective
7. Try new things
8. Surround yourself with people who make you feel good
9. Accept yourself

Conclusion

New-hire productivity and a new-hire's time to productivity goes a long way in driving the top-line of an organization. Technology is constantly being leveraged to create disruption in HR and it is no longer the digitization of Human Resource that is the priority. Engaging and interacting with your new hires once they have accepted the offer letter and creating a structured plan for Onboarding is the first step towards acclimatizing them with their role. A new hire who is not doubting their decision to join a new firm is bound to focus their attention on the right things. Digital Onboarding can produce measurable results that can lead up to 50% less time to productivity and 54% more productivity once they are done being on boarded.



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

You can download the [ROI Calculator](#) to check the return on investment your organization can achieve by digitizing HR Onboarding with MyJoining.

Already feel confident? [Request A Demo](#). No questions asked.

www.myjoining.com



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