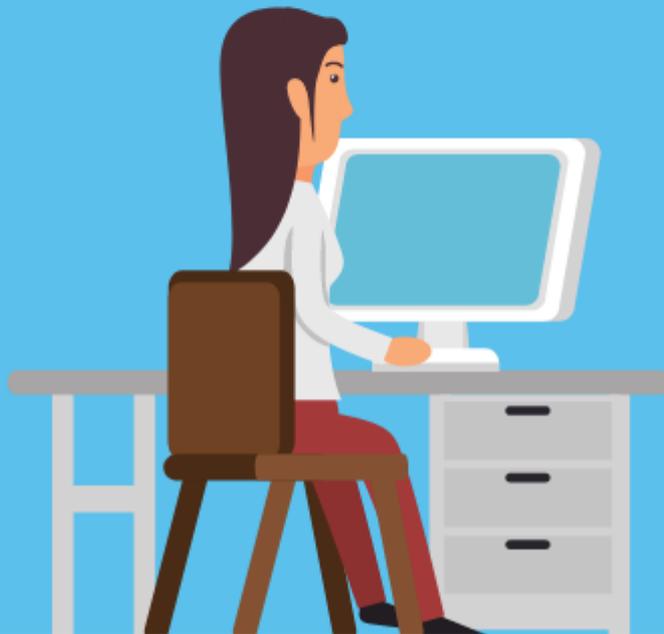


Digital Onboarding:

5 Tips to Culturally Assimilate your New Hires Remotely

5 TIPS TO CULTURALLY ASSIMILATE NEW HIRES REMOTELY



Introduction:

As the risk of covid-19 pandemic continues, Organization are hiring and remotely now for 2021 too. While growing your team remotely may be a new concept, both hiring and onboarding can be done With the right technologies and organization in place. Businesses are seeing the opportunity to gear themselves

towards a smarter and more seamless way of onboarding staff. Going 'remote-first' can speed up the onboarding process, save training time and develop autonomous, technology-savvy employees.

The first few days and months at a new job can be unnerving even for the seasoned professional. HR teams sometimes go out of the way to make the new hire comfortable. Systems are put in place, procedures are followed and checked, tools are provided and training is given, for the new employee to ease into his role. "In order to compete in the war for talent', Companies can strengthen their company brand by Making a good first impression through onboarding software". Let's start with the most important reason for adoption an onboarding solution: the direct time & cost saving associated with the onboarding process. With modern best in class technologies, the onboarding cost is reduced by almost 50%.

Tips to On-board Employees Remotely:

- 1. Paperless Onboarding Program:** The real challenge to make a paperless onboarding program is to implement all paper heavy processes of HR in time effective process. So here we have sorted and simple paperless onboarding program in which new hire just need to fill one master form and all the details will be auto populated in all others forms automatically in legally accepted manner. Now HR can also go paperless by automatic offer letter generation process and verifying forms filled by new hire digitally. So 1 day time is directly reduced to half an hour.
- 2. Preboarding:** Pre-Onboarding is primarily designed to get new hires up to speed and ready for their first day of work. Typical pre-onboarding activities include providing information, frequent contacts, providing training, benefits sign-ups, and taking actions to increase their commitment to the firm before they start.

In addition to the obvious goal of shortening the time the productivity, pre-onboarding has a secondary purpose ... to minimize the possibility that currently employed candidates will, unfortunately, rethink their decision to accept your offer. Your goal should be to stop having a single "no-show" among your new hires because no-shows are extremely frustrating to hiring managers and recruiters.
- 3. Cultural Assimilation:** Cultural assimilation is the way people behave, talk to each other, and work in the office. It's about how new hire gets integrated into organization culture.

As per research 61% of new hires do not get any training on company culture. It also helps new hire to be aware about organization mission, vision, goals etc. Cultural assimilation helps new hires feel like insiders even before they joined the organization.
- 4. 30-60-90 Days Onboarding Plan:** Mentors/ stakeholders should create a onboarding plan for new hire to measure their productivity, capabilities and interests. Without an agenda or plan new hire must feel lost or scary which leads to a negative employer branding which any organization doesn't

want. With the help of plan stakeholders can easily analyse new hire productivity, success and interest. Plan helps new hire to work proactively.

5. **Buddy Program:** The buddy program is a great way to accelerate the new employee's ability to deal with a new changing environment. Buddy is a different from mentor, coach or manager. The relationship is less formal with the core purpose of engagement. *7% of Organizations says buddy program boost productivity. Buddy Program not only helps new hires but also helps HR to get fill survey and feedbacks, helps in assimilation etc.

Now after onboarding it is equally important to have a productive new hire, so here are few tips to ensure productivity virtually



Reason of losing best people due to Poor Onboarding:

1. **Puzzlement in Role** – Lack of onboarding leads to miss clarity in roles and responsibly where new hires will not able to merge with the system, people, project, integrations, growth parameters and much more
2. **Ambiguous Priority** – It's really important for new hire to focus on weekly, monthly and quarterly plan of action. If this landscape is unstructured, it can make a difference on the negative side.
3. **Unplugged** - There are lots of plug INS for the new hires example Peers, subordinate, superiors, admin, HR, authorities, project understanding. All where gaps can be seen with poor Onboarding. Lots of questions will be unanswered like - Who are the key players, what do they do and how do they work together? What are the expectations of the new hire as part of the team?

4. **Miscommunication** - How to Speak, when to speak, with whom to speak. What would be the prefer communication channels are the basic questions occur with lack on onboarding and damage the impression
5. **Beyond a day task** – conversational a new hire through and orientation will not help them feel welcomed and make them ready for work. Onboarding takes time and patience at both the HR's and the new hire's end. When a new hire walks into the office on day 1, they should still feel confident that someone will help them in figuring things out until they are comfortable and independent.
6. **It's not only HR job**- Human resources should not be the only team liable to drive the onboarding system. The new hire should feel welcomed by all the members and departments of the company, even the one with which the new hire won't be associated directly. This will help the new hire know how each person fits into the whole team and how the team will accomplish the business's mission.

5 Best Practices to ensure New Hire Productivity virtually:

- **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.
- **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.
- **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.
- **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.

- **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 Digital Onboarding:
 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

HR onboarding automation

Take HR from Tactical to Strategic With Digital Employee Onboarding



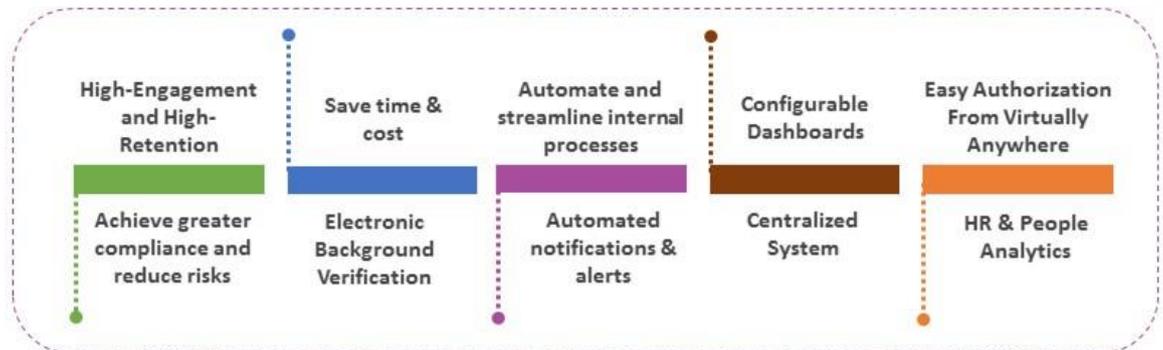
The goal of onboarding is to increase the attention rate of your workers while heightening productivity and employee engagement. Organizations should treat this as a repeatable, ongoing process—for HR teams and the hires that come onboard.

It's time to overhaul the onboarding process with digital tools that engage and empower new employees.

Check out below to know what a Digital Onboarding Delivers Truly.

The result? A better experience for new employees and a more accurate, effective process that saves your HR staff time and resources

MyJoining
Reinvent Onboarding



To see how MyJoining can help, just schedule a demo

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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 the offer letter to the end of the onboarding phase. It considers 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

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MyJoining
Reinvent Onboarding

- 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. Leverage the Best Practices in Onboarding to make a lasting impact to you Employee Onboarding Journey.

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