

4 E's of Successful Employee Onboarding Program



Introduction

Onboarding is the cumulative process of assimilating the new hire into the organization. After effective recruitment & selection, one of the most important ways that organizations can improve the effectiveness of their talent management is through the strategic use of – Onboarding. Onboarding is significantly more than just mere introduction to people, organization and facilities over a couple of days. It is imperative to teach new hires about organization values, mission, beliefs and enable them to be successful in their long-term goals that helps them to become a long-lasting employee. Onboarding should help new hires to be integrate within the organization and facilitate acquisition of a right set of knowledge & skills to carry out their new responsibilities successfully.

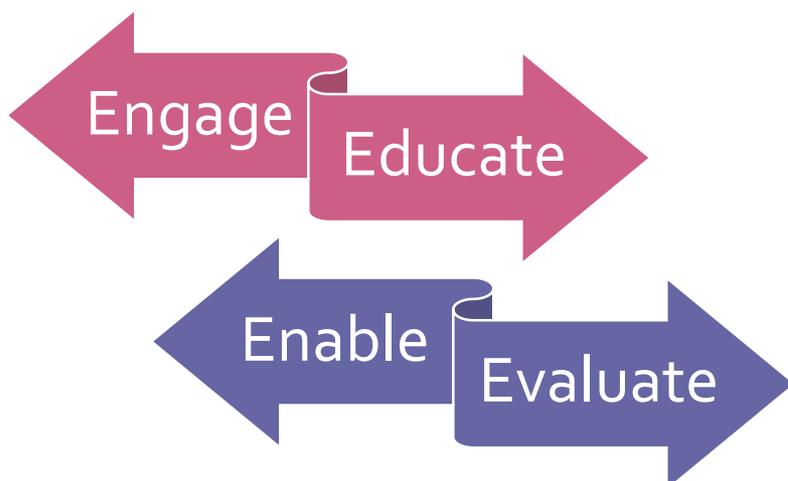
Why is it Important to get onboarding Right?

Onboarding is the foundation. It gives new employees a glimpse into what it's really like to work somewhere and provides them with information about whether or not they made the right decision to accept the job.

A lack of a well-structured onboarding process can undermine your engagement efforts before they've even begun. 30% of job seekers have left a job within the first 90 days, citing company culture and the day-to-day job not meeting expectations as two of the most common reasons for leaving according to recent study in US.

In order to reduce the fear and uncertainty of starting a new job, it's important that new employees are made to feel welcome, have plenty of opportunities to meet with the wider organization, and have something to focus their efforts on from the very beginning. You can assign new employees a buddy, who can act as a bridge to other people in the organization and share information that might not be available through more formal channel.

The Root of Effective Employee Onboarding Program consists of 4 E's –



- **Engage:** Keep the new hires engaged during their early days to make sure that they feel connected with the enterprise culture and goals. Keep the new hires engaged during their early days to make sure that they feel connected with the enterprise culture and goals. The engagement helps build a feeling of trust with the organization and gets new hires perspective.
 - Onboard well.
 - Exterminate the paperwork.
 - Be sure the new hire gets introduced to everyone they'll be working directly with
 - 30-, 60- and 90-day goals for them to achieve
 - Explain their compensation by presenting them with a sum of the value that includes salary, healthcare, and the monetary value of additional benefits they receive.
 - Connect them on social media
 - Give them a buddy.
 - Survey and get feedback
- **Educate:** Very few new hires are productive straight out of their orientation. They must unlearn a lot of old ways and learn the current ways of the organization. This process of learning is easy if the plan is documented and measured frequently.
 - Employees want special training to advance their careers
 - Offering training and development increases employee retention
 - Offering educational training and development increases profits
- **Evaluate:** Evaluate the new hire performance and provide regular coaching and feedback to accelerate performance. Skill assessment is needed during the first few days by the team to determine what is needed to get them ready to work at their full abilities. The employee should then be assigned a coach to help him/her develop their skills and meet their performance goals.
 - Quality of work
 - Level of creativity
 - Amount of consistent improvement
 - Customer and peer feedback
 - Sales revenue generated
 - Responsiveness to feedback
 - Ability to take ownership
 - Percentage of tasks completed on time
 - Being on time and on budget
- **Enable:** Enable the new hires to reach new heights faster. The first few days are very crucial in making a new hire successful. Organizations should enable them to focus on learning and acquiring skills for the job rather than spending their time filling lengthy forms or waiting for that elusive desk or computer. Provisioning of assets enables them to focus on their tasks.
 - Understand their challenges.
 - Accelerate their learning.
 - Make them part of the team.
 - Connect them with key stakeholders.
 - Give them direction.
 - Help them get early wins.
 - Coach them for success

We've put together some tips for onboarding and welcoming new employees into a remote work environment to ensure they are set up for success and feel like part of the team.

- **Virtual Introduction:** Welcoming a new employee is essential, and technology allows us to do so without having to coordinate agendas or travel. Thanks to videoconferencing platforms from hiring till nurturing by virtually walk them through the office, introducing various team members. Have co-workers welcome them to make them feel like they are also part of the family. This prevents new hires from feeling isolated and uninvolved. It is important to enable real time communication via chats and instant messages.
- **Inculcate Culture:** Virtual employees rarely step foot in the corporate office Culture is just as important in onboarding as day-to-day responsibilities. Pairing remote employees with an "on-site" team member is the best practice to opening the lines of communication. Team members can ensure that virtual employees are well aware of the workflow, organizational values, business goals and performance expectations. When employees feel connected to the culture, they are more willing to work harder and feel as though they are making an impact.
- **Assign a Virtual Onboarding Buddy to Assist the New Hire in Transitioning into the Workplace:** It's common for large organizations with many employees to assign a company representative to assist a specific client. But this can work for any sized firm as well in terms of virtual onboarding new employees. Just like an assigned representative who is familiar with the client, an "onboarding buddy" direct-contact employee has a better understanding of what a new hire is going through. If there are repeat issues, they can home in on the problem Digital Onboarding: 4'Cs of Successful Employee Onboarding Program and lessen the frustration. For the new hire, they'll form a connection to your company faster, and this might make them feel less remote.

- **Gamify your onboarding programs to engage new hire:** Gamification is a process where engagement strategies incorporate game-based elements – for example, point-scoring, competitions or rewards – as a way of encouraging team members to be actively engaged in the workplace. It's designed to capitalize on human psychological factors that see them become competitive with one another and, in doing so, they will display drive and a willingness to learn and improve. According to the 2019 Gamification at Work Survey by Talent LMS, 89% of employees said Gamification made them feel more productive, while 88% said it made them feel happier at work.
- **Feedbacks and survey to track new hire report:** It's easy to neglect the effectiveness of the program once it's implemented. By regularly collecting feedback from remote new hires, you can improve and adjust to program to ensure that they have a good start at your company. Once virtual employees have been on the job for a while, get in touch with them and review any concerns they may have. With technology today, there is no reason for remote employees to feel unwelcomed by the organization. It's vital to make their first encounters with the company positive and memorable, even if they are miles away.





HR- Onboarding - ExitManagement - Analytics

To see how *MyJoining* can help, just *schedule a demo*

VISIT :: www.myjoining.in

HR Onboarding & People Analytics is one of our key focus areas and we have in-house expertise across HR Domain, various technology stacks and major mobile platforms like Android, iPhone etc. This expertise is evident from the fact that we have successfully delivered complex Onboarding and People Analytics and other applications for multiple customers across the Globe.