



Your Guide in Building a strong Virtual Onboarding Program

Introduction to Remote Onboarding

Onboarding plays a critical role in new hire success and happiness. And a good onboarding is especially important when you are hiring remotely since you need to connect digitally for every activity, and you also want to transmit your organization cultural and processes evenly to every new hire. Employee onboarding consists of series of activities that allows your new hire to learn about their teammates, organization culture, values mission etc. From employee perspective it a chance to explore new environment and from employer perspective it is a valuable time to share all the aspects that can help new hire to know about their role and organization.

During this COVID-19 pandemic some organization are suffering in onboarding new hires remotely but everything right from paperwork to engagements and even exit can be possible with the help of virtual onboarding.

3 Benefits of Onboarding remotely

- 1. Decrease in onboarding cost:** Since every process is moving onto digital method after a onetime cost organization can view a drastically change in their onboarding cost since all the administration cost is avoided. The average cost to fill a position range between \$3000-\$18000. Attrition and unsuccessful onboarding compromise a large portion of cost.
- 2. Increase in Employer Branding:** 50% of job workers say that they won't work with a company that has bad reputation even for a pay increase. Employer Branding is defined as "targeted long-term strategy to manage the awareness about organization and whenever a new hire plans to join your organization they directly visit your company website but that is generally sales centric so your virtual onboarding program can act as a strong source of employer branding in transmitting your cultural to your new hires.
- 3. Higher Employee Engagement:** Since virtual meet-ups and time to join gave HR to create an engaging gamified onboarding program for your new hires. It also helps new hire to dedicate more time with the framework to know more and more about organization. And even you can analyze and map the progress of your new hires. Apart from this you can put up any kind of engagement activities where new hire can view about organization cultural, vision and mission.

5 Best Practices to adopt in remote onboarding:

Pre-Onboarding - Pre-Onboarding is a period of time that presents a unique opportunity for the employer to welcome new hires and introduce them to their future colleagues. It will help make their induction period easier and keep them motivated while they're working through their probation period. 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.

Paperless Onboarding Program - Modern technology is rapidly changing employee expectations, and businesses need to keep up with those demands and reduce turnover. Paperless onboarding helps businesses fulfill those expectations. The benefits of making onboarding paperless have been extolled numerous times: it saves time, reduces cost, ensures efficiency, and speeds up ramp time.

Our Solution **MyJoining** comes up with the unique Functionality With the Benefits of Autofill and E-Signature – Candidate have to fill an Individual Master Form and post that all the forms will be filled with the Auto Populated & Auto Fill Functionality like - Gratuity Form EPF & EPS Nominees,ESI,Form-13,Mediclaim Form, Background Verification, Letter Of Authorization, Undertaking Form, Non-Disclosure Agreement Form and many more . With the Facility of E-Signature all the forms will be duly signed within the system which speeds up ramp time.

Employee Engagement - Employee engagement is the act of having employees appreciating their work, becoming more productive and active employees. Keep the new hires engaged during their early days to make sure that they feel connected with the enterprise culture and goals. 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. Expectations of answering phone calls or emails after working hours 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.



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.

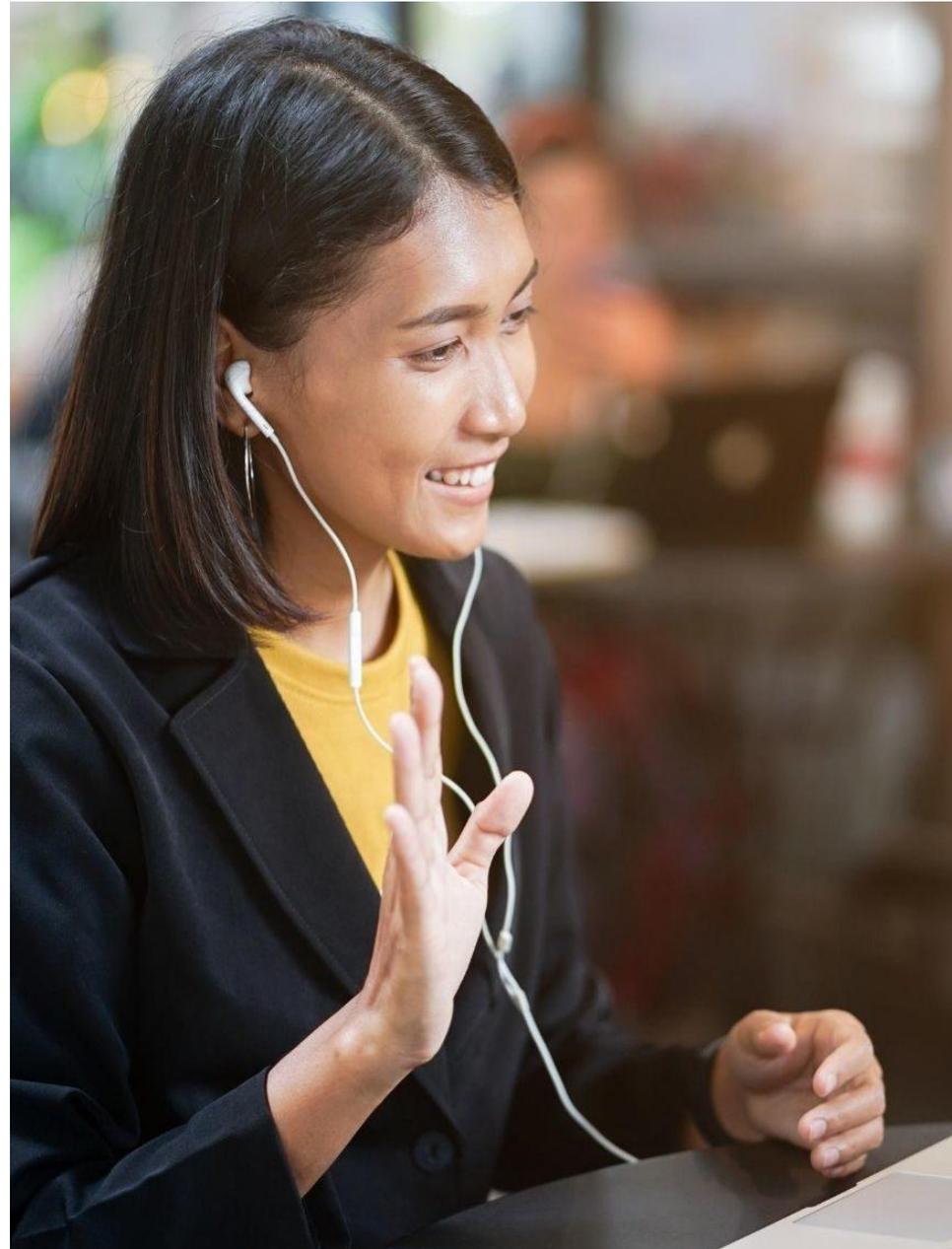
Do Assign a Virtual Onboarding Buddy- It's common for large organizations with many employees to assign a company representative to assist a specific client. But this can work for any sized firm as well in terms of virtual onboarding new employees. Just like an assigned representative who is familiar with the client, an "onboarding buddy" direct-contact employee has a better understanding of what a new hire is going through. If For the new hire, they'll form a connection to your company faster, and this might make them feel less remote.

Microlearning- is a lightweight approach to online learning. And it's the perfect way to make your onboarding process faster, better, and so much more fun. It's the difference between having to read a 1000-page textbook and 20 index cards. It's much easier for a learner to maintain their enthusiasm and focus when studying bite-sized chunks of information.

Return on investment (ROI) tries to directly measure the amount of return on a particular investment, relative to the investment's cost. Our Tool MyJoining plays a significant role to get the ROI for making employees and HR benefitted. MyJoining starts the journey from automated rolling out the offer till 120 days of candidates join. MyJoiningengage candidate with such a beautiful thoughtful process that helps in Reducing No show which eventually reduce the open head account, prepare HRs in advance with backup plans for no shows on the time of onboarding. It also helps in reduction of rehiring cost as HR's cut cost to spent on Job Portals, Consultants, etc. MyJoining helps to save time for the new hires to be productive by around 54% as their L&D is streamlined from the nascent stage which result into High Employee Retention. With the complete digitalization of the documentation processes which leads HR to save time on compliance.

Conclusion –

This paradigm shift brings new challenges in many business areas, and onboarding is certainly one of them. Hence, it is of critical importance to tightly couple remote onboarding process with social distancing for ensuring maximum productivity, work efficiency and safety of the workforce. These tips will help create the framework for your business's process to create well-acclimated employees who are successful and ready to work.



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Reinvent Onboarding

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