New Hire Onboarding Checklist for HR Managers

Introduction

Gone are the days when welcoming new hires meant handing over a folder with the company goals, a job performance checklist, and orientation paperwork. Today employee orientation has been redefined as "Employee Onboarding." It is no longer a single one-day event, but an ongoing process that continues at some level for the entire length of employment. The onboarding process should be viewed as a valuable engagement opportunity - revolving around the individual employee experience and the ability to understand their career progression objective and how to align business objectives while helping employees reach their goals.

Need for Onboarding?

"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%.** Onboarding of new hires is commonplace practice generally in every organization, however effective onboarding with both desirable & measurable results is sadly lacking in many organizations

Bringing a new employee on board is often an expensive and time-consuming process. Leaders and HR spend hours dedicated to processing paperwork, organizing equipment, and system access, and training new staff that might not even stick around long enough to see their first anniversary! There is some good news. Smart organizations are looking at new approaches that solve these problems. By harnessing technology to streamline and connect HR processes, businesses are enriching the onboarding experience for new hires and seeing amazing results.

❖ **According to the Harvard Business Review, up to 20% of staff turnover occurs within the first 45 days of employment. Why? The major reason for this is Poor Onboarding Process.**

❖ **Reports show that 54% of organization see greater new hire productivity and 50% higher retention rates for new hire when they have standardized onboarding in place.**

Typical Challenges of New hires:

1. Lack of Focus on the Pre-onboarding
2. Low Employee Engagement
3. Absence of an onboarding plan
4. Low Investment on Learning & Development
5. Poor Employer Branding
6. Lack of understanding of their role
7. Lack of a career path laid down for new hire
8. Sporadic meetings with key SPOCS and mentors

Effective onboarding helps employees form bonds within the organization at a higher and faster rate—setting a solid foundation for their experience at your organization.
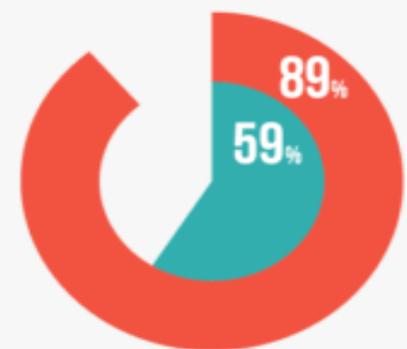

18x

COMMITMENT TO THE ORGANIZATION

Employees who felt their onboarding was highly effective were **18 times more likely** to feel highly committed to their organization.

91% **29%**

CONNECTEDNESS AT WORK

91 percent of those who received effective onboarding feel strong connectedness at work, compared to only **29 percent** of those who had ineffective onboarding.

89% **59%**

CULTURE INTEGRATION

89 percent of those who received effective onboarding felt strongly integrated into their culture, compared to **59 percent** of those who received ineffective onboarding.

Onboarding Checklist to help HR Managers to smoothly assimilate New Hire into Organization:

1. **Pre-boarding Engagements & Formalities**

   - Digitalized documentation
   - Gamified Pre-onboarding tasks
   - Complete an automated Background check
   - Review and check Job description and other important documents digitally

2. **Onboarding phase**

   - Buddy Program
   - Microlearning
   - Cultural tour
   - Introduction to Management
   - Asset Allocation
   - E-orientation and Induction
   - 30-60-90 days Onboarding plan

3. **HR perks**

   - Track new hires performance and tasks
   - Complete visibility to candidate onboarding journey
   - People Analytics to create better reports and analytics

What is Preboarding Phase?

❖ As the year's pass, there seems to be growing number of studies on employers struggling to retain their people and high cost associated with it. What's at the bottom of it? Is it workplace? Is it missed salary expectation? Or it can be called a lumped under crucial umbrella of communication?

❖ It's that last point often at the root of employee dissatisfaction – and a good communication between new hire and HR should start even before joining and beginning of work. Many times, the key of effective preboarding period leads to best of onboarding period.

❖ Additionally, preboarding helps HR Managers anticipate when New Hires are at risk of ghosting and allow them to intervene with a counteroffer.

❖ Really a good preboarding touches all the four areas of onboarding:

4 C's of Onboarding:
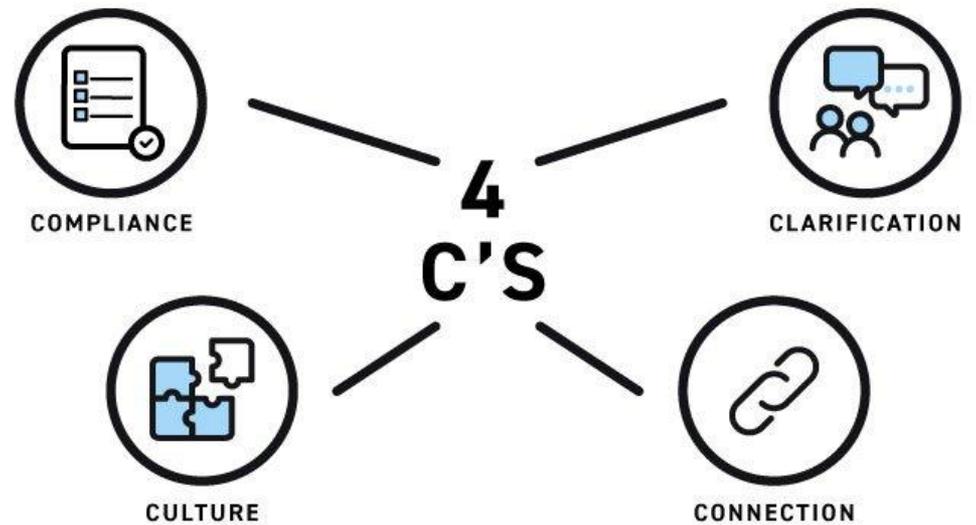
1. **Compliance :** Is your new hire ready to represent your company?

   Example tasks:
   1. Set up company email and share log in details
   2. Signed all necessary documents and policy
   3. Signed all legal documents and background verification

2. **Clarification :** Does your new hire fully understand the job and what is expected from him?

   Example tasks:
   1. Send a full job description document
   2. Share relevant online training module as Microlearning
   3. Have a one-to-one call with direct manager

3. **Culture :** Does your new hire know about your organization culture aspects?

   Example tasks:
   1. Share your company vision, mission and values
   2. Take them through digital tour of your office
   3. Put together all relevant information like parking, lunch etc on the first day itself.

4. **Connection:** Will your new hire will feel part of organization when they join?

   Example tasks:
   1. Assign them a buddy program
   2. Connect them with their team members
   3. Send the home with some personalized welcome token

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