

Pre-Onboarding

The Best Thing to Get it Right





Introduction

Pre-Onboarding is the time between the date of offer acceptance and date of joining. 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. Studies have indicated that this interval is crucial to recruitment and further retention of employees. Yet, it remains an extremely overlooked aspect of Human Resource Management. If this aspect is implemented strategically, a company can reap huge benefits out of it and maximize the productivity of its new hires.

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. But also because of the added expense and time required to refill the position that you thought was closed.

Best Practices to get Pre-onboarding Right:



1. Treat them as part of the organization, even before they have joined:- When a new hire has accepted to join the organization, they have made a certain level of commitment to themselves and the organization. Often there is a period of radio silence where the new hire is expected to join on a date and the hiring manager is keeping his fingers crossed. The best practice is to accept them and treat them as part of the organization. Some simple strategies like getting phone calls from their hiring managers, mentors, buddies, goes a long way in making them feel welcome. Provide them with an email id and social media account. Having a working e-mail and internal social media account shows them that they are part of the team, and it makes them easier to connect with. Share the names and contacts for mentors and buddies to increase their chances to communicate.

2. Help them understand their job responsibilities before they join to avoid any confusion later: New hires having clarity of roles and the expectations perform better than those who are unclear about their roles and responsibilities. Have them reconfirm their job description and share expectations so that they are ready to achieve it from the day go.

3. Connect with the teammates: When appropriate, enable their teammates to get to know the new hire before they start by giving their teammates a link to their LinkedIn profile, or just send them a bio. Encouraging the teammates to also email or text them, to offer invitations to connect on social media, or just provide the new hires with links to the social media sites of the team's employees.

4. Create a plan for their success: New hires who have preset activities based on the success profile of the successful employees get productive faster. Share a plan that will make them successful in the new role. Realize that even though they accepted, they may still have serious doubts that they can't do the job. So, the plan is a reminder to them that they clearly fit the firm/job and that they clearly meet each of the qualifications. Let them know that everyone is 100 percent confident that they will succeed. Set both short term and long-term goals to keep a track of the progress.

5. Get them to absorb the organizational culture and ethos: Videos and interactive sessions with current employees as to how they live the culture is far more impactful than the stacks of documents. If possible, create a personalized video to make them feel special and welcome. Videos and interactive sessions with current employees as to how they live the culture is far more impactful than the stacks of documents. If possible, create a personalized video to make them feel special and welcome.



Latest HR Trends and activities that can use to enhance your Pre-onboarding phase for new hires

1. Digitalized Documentation and paperwork: Instead of loading up new hires on day 1 with lots of paperwork and compliance activities, organizations should opt for Digitalized process where instead of filing 10 to 12 forms on day 1, new hires can fill up 1 master form and all the details can be auto populated in all other forms including signature and verification. It not only saves time but save administrative cost too and the task which takes around 1 day in completing can be done with in an hour or so.

2. Buddy Program: Every teammate or manager of a new hire is likely to be busy with their own work on their first day of joining. So, if the new hire candidate is introduced to their buddies before their first day of joining, it creates a positive impact on the candidate as he feels welcome and valued. On the contrary, no or minimal interaction with the new hires can have a very negative impact on the new hire and adversely affect their employee experience. So we should allocate a buddy to every new hire even before they have joined.

3. Culture Assimilation: If a video of company tour is shared with candidate before joining the organization, then he is aware about the culture of the organization and feels confident to join the organization. Company tours in form of videos are more compelling and create an impression of positive experience.

And we can also showcase company vision, mission and values to new hires in term of videos, small paragraphs etc where in crisp way they can know about their organization.

4. Gamification: New employees are often nervous on their first day, weather is first day in office or even when working remotely and why not? Instead of day full of training and learning we should make first day of new hire GAMIFY. Gamifying the initial task of onboarding helps new hire to reduce their first day anxiety and stress. Do you know? Gamification act as core engagement activity for Pre-onboarding Phase. As it creates a healthy competition among new hires and also Creates stronger Employer Brand

Note: Digital Employee Experience in the modern time can leverage data insights for personalization's and automation. This improves the flow of work and continues to contribute to cultural and physical part of employee experience. Connecting and automating whole onboarding workflow as a one system help HR and new hire to have better user experience and better first impression for organizations.

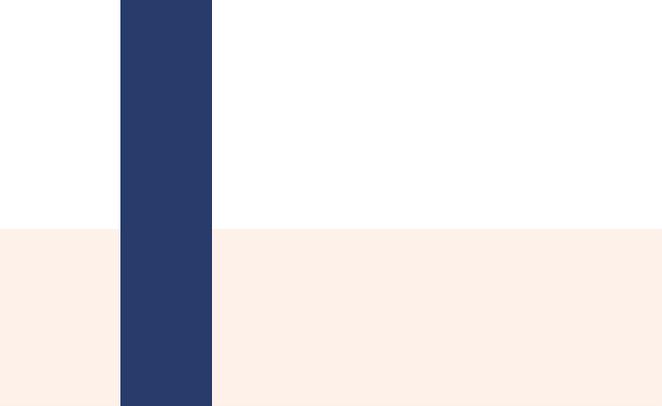
5. Micro learning & Trainings: Micro learning is the digital and virtual way to transferring KT or learnings to new hire in the form of video, programs, clips etc. You can easily assign or schedule training, new hire learning, videos, assign courses or instructor within pre onboarding or onboarding program directly or even provide your LMS link with one single framework. These systems learning are so easy to use and even are mobile friendly. It has been observed that micro learning technique can generates 50% higher Employee Engagements and cost 50% less than traditional learning. It is also considered as a powerful tool for various compliance scenarios

How MyJoining can Help?

We at MyJoining have experts of HR consultants who continuously researched at HR Landscape to create more innovations to make an easy world. We have years in sorting HR Insights and compile it into one single platform that can help HR leaders to achieve their goals. We have helped world leading organization to reinvent their onboarding journey. Don't let the format of remote and virtual onboarding immediate you. Many companies are facing and experiencing the same growing pains and discomfort as you are. But by adopting a world class structured onboarding framework can serve your company in all these difficult times and for many more virtual years to come. When you're starting off remotely, you can feel disconnected from the team, even if you're using the proper communication tools.

There are major business benefits that onboarding can achieve.

- Lower the cost of Onboarding
- Stronger Employer Brand
- Less time to be productive
- Less Turnover rate.
- Paperless & Virtual Onboarding Program



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