



The Ultimate Guide to Master Pre onboarding Journey

Introduction:

Most Organization recognize the fundamental importance of effective onboarding. However, after all the tactics of effective onboarding like engagement, productivity, retention etc. there but the major thing that is left behind is PREONBOARDING. Pre-onboarding phase is the most important phase of new hire Onboarding journey, it starts once the new hire has accepted the offer letter till the date of joining, the period may last from 15 day to 3 months and even more. It is the only phase where you can engage your new hire to the fullest so that they don't turn out to be a drop out or no-show on day1 of joining.

One of the most common misconception in Human Resource is that 'A candidate will join the company if they have accepted the offer letter'. This is not true: 15% of total employees who accepted the offer letter said they turned it down due to problems in pre-boarding and onboarding. There are many ways to engage your new hires. But HR should opt for a framework that is as per their organization and niche to their industry. Let's discuss below some of the Pros and cons of pre onboarding framework.

Ignore Pre onboarding at your own risk:

- **High No-shows rate:** It is observe that 80 to 90% new hires are having multiple offers at a time of pre onboarding and depending upon the experience they select their would be company. Yes we agree that CTC matters but now everyone is more interested in understanding the culture and vibes of the organization and since in the pool or war of talent the organization who is not able to provide WOW experience to new hires are laid behind, hence pre onboarding phase is very important to engage your new hires so they don't turn out to be a no-show.
- **Lesser Engagement:** Since you are only Engaging with your new hires through calls or mails or rather practicing a traditional onboarding, it is very difficult to engage and track new hires and even more difficult to predict that will they join the organization or not. Also since there is no framework the HR's cannot show the employer branding aspects too.
- **Poor Employer Branding:** Preboarding phase is a very and only phase where you can highlight your employer branding aspects but since there is no framework or digital methodology you cannot showcase or highlight your brand to your new hires.



Benefits of Digital Pre onboarding framework:

Although the benefits are unlimited but imagine if your have a personalized digital pre onboarding framework that can digitize the whole process and can ease the work

- **Treat them as a part of an organization, even before they have joined-** A new hire has accepted to join the organization, they have made a certain level of commitment to themselves and the organization. Although there is uncertainty about whether a candidate will join or not, the best practice is to make every possible way that the candidate should join and be a loyal and everlasting employee. Some simple strategies like getting calls from buddies, emails, connecting on social media wow the candidate. Share the number of mentors and buddies so that chances of communication increases.
- **Employee Development Plan-** Employee Development Plan are the are action plans, documents lined up for new hire and line manager. They ensure that employee is growing personally, developing their ability to achieve more in the workplace, and meet organizational goals. Considering the potential of a new hire, creating a plan, meetings with stakeholders, daily tasks, etc. all are included in the employee development plan.



- **Buddy Program** – A buddy program is a great way to accelerate the new employee's ability to deal with a new changing environment. Buddy is different from a mentor, coach or manager. This relationship is less formal with a core purpose being engagement. 87% of employees say that the buddy program improves new hires' proficiency. Buddy program can also help an organization to take up feedbacks and surveys to improve
- **Cultural Assimilation** – Cultural assimilation is about the way people behave, talk to each other, and work in the office. It is about how the new hire gets integrated into the organization's culture, like, office culture or even how colleagues address each other. According to recent research, it is seen that new hires are more concerned about culture related issues during Onboarding and only 39% of companies offer company cultural training as part of their onboarding process. Cultural assimilation helps new hires feel like insiders even before they joined the organization.
- **Niche training & Micro Learning** – Now when new hires are trained for their specific roles in the organization during onboarding. It's time for them to get their niche training like marketing professionals will have specific training for content platforms they will use. Microlearning is very useful for the new hire as they can watch engaging videos, contents regarding their role & organization. 44% of employees feel that they don't get proper training while 61% of companies don't see any career advancement path for their employees.
- **Paperless, versatile well-disposed structures** - For some organizations, the main purpose of onboarding is to have new contracts round out HR frames. So, they are secured away a meeting room with a pile of printed material and a pen. Be that as it may, by utilizing paperless structures that can be gotten to by means of a cell phone, new contracts can finish them anyplace, whenever and spare time with autofill highlights. By grasping this onboarding tech, employees can get past all the exhausting structures more rapidly and invest more energy concentrating on getting up to speed in their new position.
- **Pre--Onboarding Gamification (Leaderboards)**
Onboarding Gamification (Leaderboards)- We can have a scoreboard where we can show the names and current scores of all the users who are enrolled for induction program. Based on the badges and rewards points we can showcase the user's list in the scoreboard.
- **Office/Facility Tour, VR Tour of Office**- New Hires often want a chance to view their new office and how their workspace looks and feels like. You can provide Digital Tour of its offices across can provide Digital Tour of its offices across India using engaging content like videos, 360°office office tour, and pictures. You can also give an option to candidate to view all the facilities:

Nearby Hotels PG Information Eatery Outlets Hospitals Metro Station Parking Space Cafeteria And much more

- **Predict No-Shows in Your Organization**- Analytics on basis of engagement to predict new hires likelihood of joining. Nowadays everything is based upon analytics so why not our decisions so here you can easily predict your most likely and least likely candidates to join.
- **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

Conclusion

Ultimately, pre-boarding is an effective way to introduce your company and its culture to a new recruit. It allows you to build engagement and enthusiasm between offer acceptance and their first day by offering the new hire opportunities to onboard for their new role long before they step foot through your organization's doors. It's people's first impression as an employee and the beginning of their (hopefully) long and happy collaborative experience with you as a company.

HR · Onboarding · Exit Management · Analytics

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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.