

ALL ABOARD

IMPACT OF ONBOARDING

ORIENTATION VS. ONBOARDING

Orientation

Involves a first-day session

Gets new hires familiar with an organization's structure, culture, mission, and policies

Onboarding

From several months to several years

Building relationships

Shadowing, creating development plans,

Cultivating the new employee's positive attitude toward the company to increase engagement

MORE ABOUT ONBOARDING

Integrating new hires into the organization, preparing them to succeed in their job, and to help them become fully engaged, productive members of the organization

Successful onboarding is an intentional collaborative effort that encompasses various departments, personnel, and services across the organization, all needing to work together seamlessly to welcome new employees.

WHY COME ABOARD?
HELP NEW HIRES SUCCEED:
BEAT THE STATISTICS

STATISTICS - THE WYNHURST GROUP

“22% of staff turnover occurs in the first forty-five days of employment.”

“New employees who went through a structured on-boarding program were 58% more likely to be with the organization after three years.”

“The cost of losing an employee in the first year is estimated to be at least three times salary.”

“New employees decide whether they feel at home or not in the first three weeks in a company and 4% of new employees leave a job after a disastrous first day.”

MEET THE CREW

ROLES & RESPONSIBILITIES

Recruiters

Human Resources

Training and Development

Managers and Supervisors

This relationship is the most significant in an employee's work life

According to SHRM: Only 29 percent of employers train their hiring managers in onboarding techniques

Mentor or buddy

Senior Management

THE PERFECT ITINERARY

BUILDING AN ONBOARDING PROGRAM

FIVE PHASES OF SUCCESSFUL ONBOARDING

Objective: Integrating the new hire, communicating the goals and mission, building engagement and creating meaningful work

From day of acceptance

First day

First week

First 90 days

First year

TAILOR YOUR ONBOARDING PROGRAM

Managers and Supervisors

Telecommuters

Contract Employees

Interns, Temps, and Seasonals

Millennials

Persons with disabilities

FROM DAY OF ACCEPTANCE

Explain to the new employee why they were hired

Share with the new hire the attributes that drew the organization to them

Emphasize the value they will bring to the organization

Detail how they can help the organization meet its goals

Review job description

Realistic job preview – shadowing before even accepting the job

FIRST DAY

History, Vision, Mission, Values, and Culture

Delivery of basic information – policies and procedures

A tour

Introductions

Paperwork

Job description

FIRST WEEK/MONTH

Short and long term expectations of job

How will performance be measured?

Training

Mentoring and buddy systems

One on one

What motivates your new employee and how best to manage them

Establish trust and rapport

FIRST 90 DAYS

The goal: employees are fully integrated

Perform introductory review

Create an Individual Development Plan

Measuring Success – evaluation of the onboarding process

FIRST YEAR

Annual Review

Succession Plan

Employee Relations

Family Strengthening

GOING DOWN WITH THE SHIP

ONBOARDING SINKERS

Sink or Swim approach

Dull, dry orientation

No follow up – create check-in points at 30 days, 60 days, and 6 months

No realistic job preview

Not being ready for new employee

SMOOTH SAILING

EMPLOYER OF CHOICE

IMPACT OF ONBOARDING

Engagement

60% increase in revenue per FTE

37% less absenteeism

Loyalty and commitment

Corning Inc., reduced turnover by 69 percent in new hires after two years by implementing an onboarding program

Retention

Raised by 25%

Financial

16% more profitable and 18% higher earnings

BON VOYAGE

ASTDSWFL.org