Grant Thornton

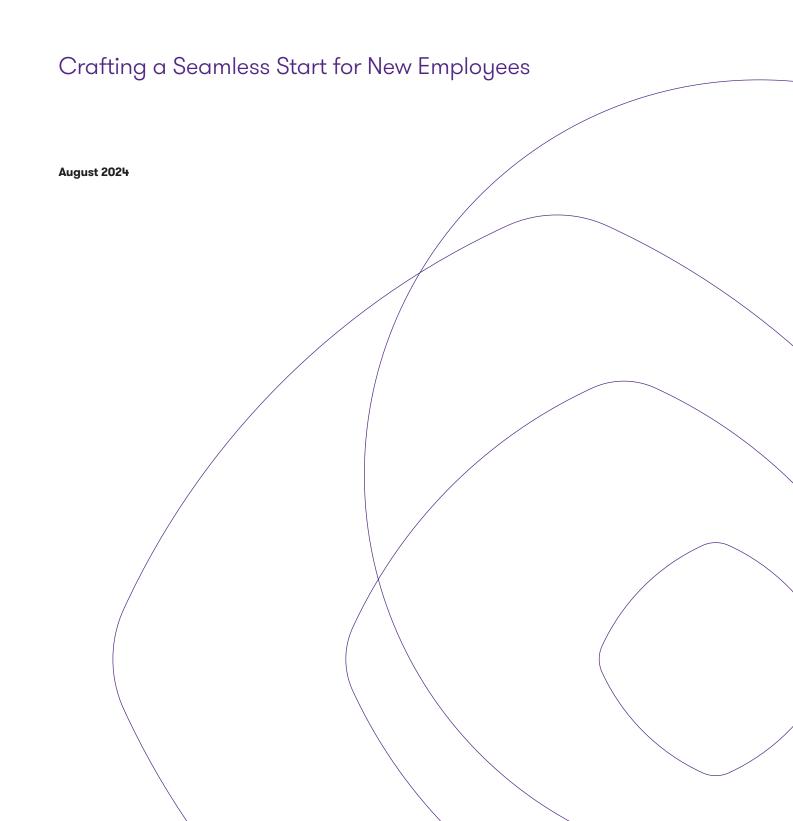# The Onboarding Blueprint

Crafting a Seamless Start for New Employees

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Crafting a Seamless Start for New Employees

One thing for sure is that onboarding is a highly anticipated part of a new employee's experience upon joining a new office. They will receive important information, learn the dos and don'ts, and build connections with other employees. Therefore, management needs to pay attention to the onboarding program.

Onboarding is described as a bridge to facilitate the rapid adjustment of new employees to both the social and performance elements of their new jobs (Bauer, 2010). According to statistics provided by one of the HR platforms, effective onboarding leads to a 33% increase in employee engagement compared to those with less effective onboarding. By having a well-defined onboarding process, new employees can receive the support they need and adapt smoothly to their new roles and the organization.

The first few weeks will shape an employee's track with the organization, and a lack of onboarding experience can lead to high rates of early resignations and turnover. Thus, to define and develop a more engaging onboarding program, we need to focus on the factors below:

Identify and understand the primary role of learning in the integration of newcomers into an organization

We need to take some time to understand the entire onboarding process. It begins with determining who is involved in onboarding across divisions or sections, such as the human resources team for developing the program concept, the administration team for office utilities and tools, the information technology team for electronic assets and network setup, and so on.

Set- up the preboarding program

Before the employee's start date, we should provide them with the contact information of the point of contact (PIC) to facilitate communication. Additionally, we should ensure that all their documents and paperwork are complete.

Book the onboarding schedule.

Create an onboarding schedule with detailed rundown. It can start from welcoming employees with a warm greet, reintroduce them to the hiring manager they will be working closely with, and inform them about the organization's work hours and dress code. We can also provide them with an employee handbook to serve as a guide during their first few weeks.

> "Onboarding program introduces newcomers to new perspectives on the job. By investing in and understanding effective onboarding program can significantly enhance the employee experience, we can help employees to unlock their potential for growth and development. "

After that, we are ready to deliver the onboarding program. Here's a checklist for onboarding practices:

1 The first day is crucial for making a good impression!

Use an innovative approach that aligns with the organization's values and make it exciting. An engaging introduction helps newcomers connect more deeply with the organization's core values. Incorporate games or group discussions to make the experience more interactive. Ensure that the onboarding process integrates the organization's culture, mission, brand, and other fundamental elements.

2 Maintain regular updates

We don't want the onboarding program to be limited to just one day. Instead, it should be an ongoing process. Provide regular check-ins to ensure that new employees are settling in well and to give them the opportunity to address any inquiries they might have.

3 Ask for transparent feedback.

It's important to gather feedback on the onboarding program we've developed to determine if it meets their expectations. Additionally, this feedback can help identify any gaps that may have been overlooked, allowing us to improve and ensure a smoother experience for future programs.

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