Onboarding & Orientation

HR Toolbox Series

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Onboarding & Orientation

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who we are

what's the difference?
onboarding vs. orientation

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Five Elements of a Great Onboarding Experience

1. Communication
2. Preparation
3. Elimination of Downtime
4. Follow Through
5. Follow Up

Walt Disney World
Where dreams come true

The Point Blog

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Five Elements of a Poor Onboarding Experience

1. Lack of Communication
2. Lack of Preparation
3. Too Much Downtime
4. No Follow Through
5. No Follow Up

orientation

yay, it's your first day!

orientation

INTRODUCTION TO THE COMPANY

☐ Organization overview

☐ Corporate culture

☐ Company mission

☐ Corporate literature/video

☐ Organizational chart

NEW-EMPLOYEE PAPERWORK

☐ W-4 and state tax forms

☐ I-9 form

☐ Employee handbook

SHRM New Hire Checklist

BENEFITS AND COMPENSATION

- ☐ Health, life, disability insurance
- ☐ Retirement benefits
- ☐ Dependent care FSA
- ☐ Educational assistance
- ☐ Employee assistance program
- ☐ Pay procedures
- ☐ Salary increase/performance review process
- ☐ Incentive/bonus programs
- ☐ Paid and unpaid leave
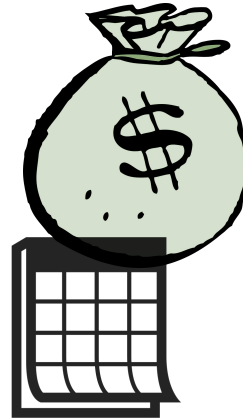
ADMINISTRATIVE PROCEDURES

- ☐ Office/desk/workstation
- ☐ Computer username and password
- ☐ E-mail
- ☐ Keys/access card
- ☐ ID badge
- ☐ Mail (incoming and outgoing)
- ☐ Business cards
- ☐ Purchase requests
- ☐ Telephones
- ☐ Conference rooms
- ☐ Expense reports

SHRM New Hire Checklist

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KEY POLICY REVIEW

☐ Anti-harassment/discrimination

☐ Vacation and sick leave

☐ FMLA/leaves of absence

☐ Overtime

☐ Dress code

☐ Personal conduct standards

☐ Progressive discipline

☐ Security

☐ Confidentiality

☐ Safety

☐ Injury reporting

☐ Emergency procedures

☐ E-mail and Internet usage

INTRODUCTIONS AND TOURS

☐ Department staff and key personnel

☐ Tour of facility, including:
  Restrooms
  Mailroom
  Copy centers, printers, fax machines
  Bulletin board
  Parking
  Office supplies
  Break rooms
  Coffee/vending machines
  Watercoolers
  Emergency exits

SHRM New Hire Checklist

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C O N S U L T I N G
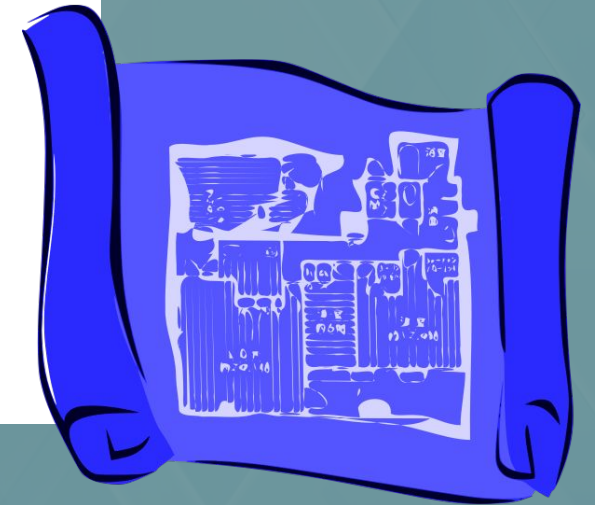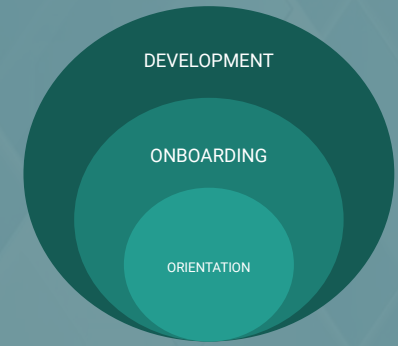
onboarding (first 30-90 days)
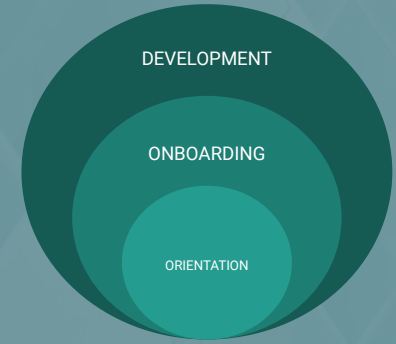
- Mentoring/buddy program established and training provided.

- Specialized training necessary for employees to be successful in his or her job developed.

- Communication regarding company annual and long-term goals and objectives prepared

- Initial employee job goals and objectives established for communication to employee

DEVELOPMENT

ONBOARDING

ORIENTATION

onboarding (first 30-90 days)
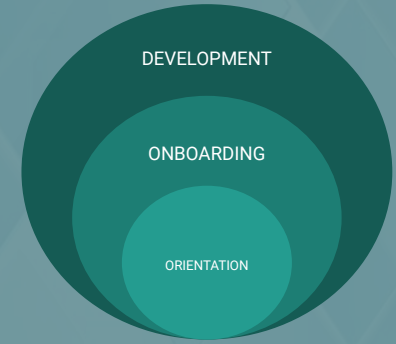
- Schedule is developed for periodic check-in and training meetings for managers to conduct with new hires.

- Orientation meeting presentations created by each department for new employees to learn about each department and how the new employee's job may relate to those departments.

- Meetings to be scheduled with all internal and external key players involved in the success of the employee in his or her job.

DEVELOPMENT

ONBOARDING

ORIENTATION

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onboarding (first year!)

DEVELOPMENT

ONBOARDING

ORIENTATION

"Unfortunately, only 15 percent of companies continue onboarding after six months," he said. **Remember, nearly 90 percent of employees decide whether to stay or go within that first six months**. "You have a huge impact on that choice. Sometimes you just have to show that you sincerely care," he said.

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who's involved?

- HR department
- Training department
- Supervisor
- Co-workers
- Executive team
- Mentor/buddy

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New Employee Onboarding Guide

it's about belonging

let's look at IO psychology!

Self-actualization
desire to become the most that one can be

Esteem
respect, self-esteem, status, recognition, strength, freedom

Love and belonging
friendship, intimacy, family, sense of connection

Safety needs
personal security, employment, resources, health, property

Physiological needs
air, water, food, shelter, sleep, clothing, reproduction

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hygiene factors

- Policy
- Supervisor
- Work Conditions
- Salary
- Status
- Security
- Personal Life

← Dissatisfaction   No Dissatisfaction →

motivation factors

- Achievement
- Practice
- Work Itself
- Responsibility
- Advancement
- Personal Growth

← No Satisfaction   Satisfaction →

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measure your match

⚑ **Getting Started**

MATCH FIT

- ○ Welcome
- ○ Account Info
- ○ Personal Info
- ○ Section 1
- ○ Section 2
- ○ Section 3
- ○ Section 4
- ○ Section 5
- ○ Section 6
- ○ Section 7
- ○ Complete

Hi there! Welcome to the Organizational Values Questionnaire. Research shows that, more than ever, employees desire to work for organizations who care about the things that they care about personally. This assessment is aimed at helping us understand the kinds of things that really "matter" to you in a job and organization. There are a few sections - and the whole assessment will take about 15 minutes to complete. There are no right or wrong answers - we just want to know what you care about.

After completing the questionnaire, you will receive a MatchFIT Values Profile with information about your workplace culture preferences. If you are also a job seeker, your results will enter the marketplace to be matched with employers.

If you are a job seeker, part of an organization using MatchFIT, or just want to take the assessment to learn more about your workplace values, click the "Continue" button below to see payment options or enter your access code.

ACCESS CODE

Continue ›

thematchfit.com/matchnow   Access Code: 353613

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Innovative and Creative

Collaborative and Supportive

Relaxed and Informal

Performance-Based Rewards and Recognition

Tolerant and Receptive

Competitive and Vigorous

Exacting and Procedural

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Workplace Values By Department

Scores of < 3.5 indicate this value is consistently ranked at the top of the list
Scores of > 4.5 indicate this value is consistently ranked at the bottom of the list

	Competitive and Vigorous	Exacting and Procedural	Innovative and Creative	Collaborative and Supportive	Performance Rewards and Incentives	Relaxed and Informal	Tolerant and Receptive
Sales (n = 5)	4.58	4.35	3.96	2.87	3.40	5.63	3.18
Customer Service (n = 4)	4.10	4.03	4.07	3.07	4.28	5.25	3.17
Acct/HR (n=4)	4.57	4.07	3.17	3.60	3.85	4.82	3.89
Production 1 (n = 27)	4.58	3.94	4.42	3.46	3.22	4.78	3.58
CAD/Engineering (n = 5)	4.6	4.61	3.58	3.23	3.83	4.81	3.23
Production 2 (n = 4)	4.57	4.07	3.17	3.60	3.85	4.82	3.89
Control (n=6)	4.33	4.42	3.78	2.62	3.71	5.88	3.23
ORGANIZATION	4.43	3.92	3.96	3.33	3.58	5.12	3.60

Organization Profile	
Collaborative and Supportive	⬆
Relaxed and Informal	⬇

thank you

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