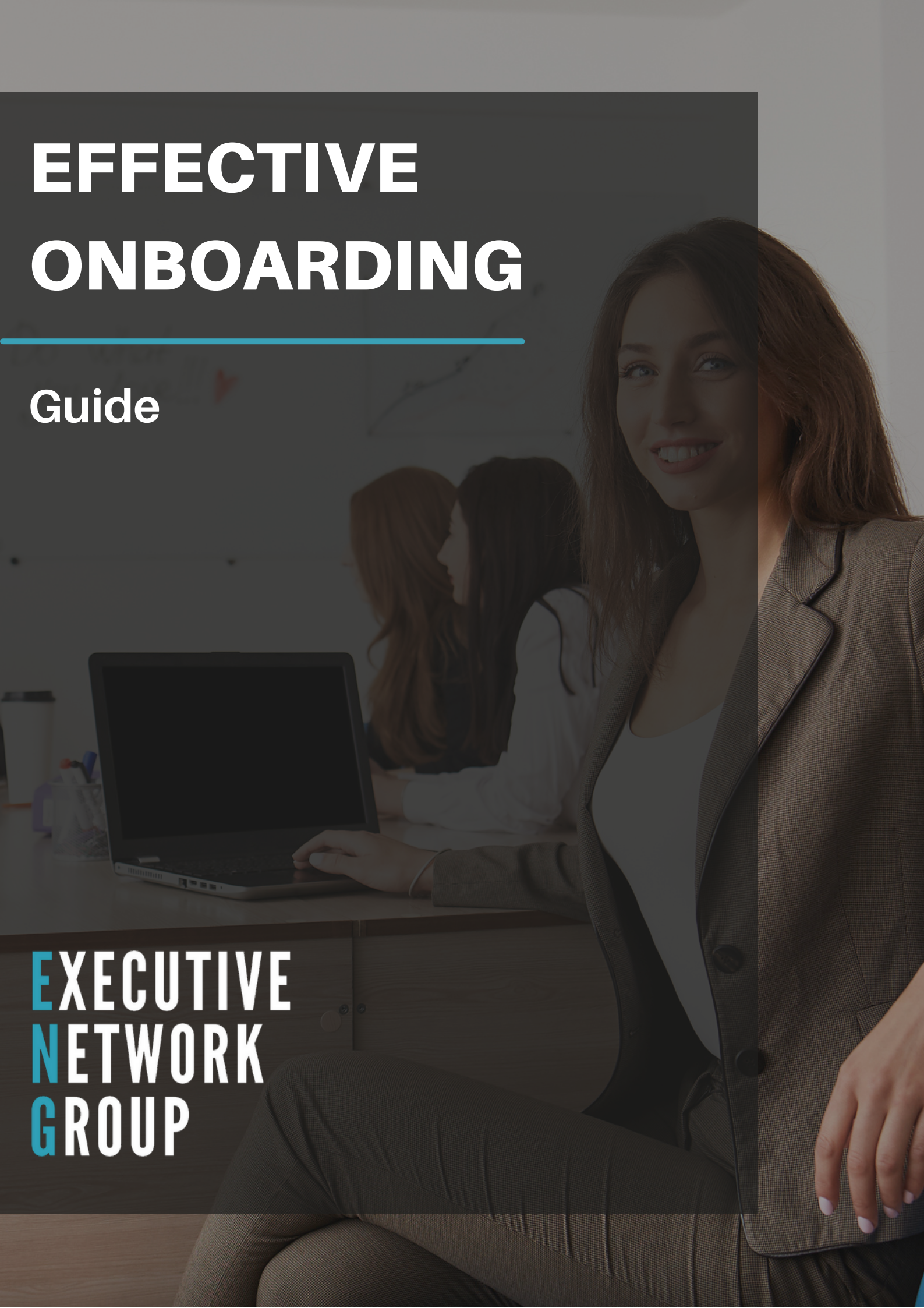


EFFECTIVE ONBOARDING

Guide

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INTRODUCTION

The onboarding stage for a new member of a team is an extremely important process. The last two years have seen a switch to working from home in some cases, and it looks as though this trend is set to continue. However, for more blue-collar workers, on-site onboarding remains crucial to their development over the first month or so of their employment.

Successful onboarding can improve employee retention by 82% and productivity by over 70% according to Glassdoor. This needs to be completed effectively so how can this be achieved?

In this guide, we will be breaking down the key aspects of the onboarding practice and how organisations can maximise this process to enable a successful start for their newly acquired talent.



GETTING ONBOARDING RIGHT

THE THREE C'S

Facebook conducted an employee survey resulting in the "Three C's", this is similar to Abraham Maslow's model around the hierarchy of needs.

● CAREER

Career is about work: having a job that provides autonomy, allows you to use your strengths, and promotes your learning and development. It's at the heart of motivation.

● COMMUNITY

Community is about people: feeling respected, cared about, and recognised by others. It drives our sense of connection and belongingness.

● CAUSE

Cause is about purpose: feeling that you make a meaningful impact, identifying with the organisation's mission statement, and believing that it does some good in the world. It's a source of pride.

These three segments make up the 'Psychological Contract'. These are the unwritten expectations and obligations between employees and employers. When that contract is fulfilled, people bring their whole selves to work. But when it's breached, people become less satisfied and committed therefore including the 3 C's in virtual onboarding is crucial for the employee to get off to a good start!

RECRUITMENT

PRE-START

Pre-boarding is the time between your new hire accepting a job offer and their first day. It gives you a chance to reach out and ease any anxieties they may feel.

Your pre-boarding activities could include:

- Simply sending an email to say hello shows you're excited about their arrival. It is also a great way to inform a new hire when to log in for their first day, and to ask if they need anything before they join;

- Set them up with the video chat and messaging software that your team uses. You can also add them to the most relevant groups so that they and their new colleagues can say hello before day one;

- Emailing out a welcome pack. This could include a link to online resources such as training videos, useful webinars, product information or demos, and procedure documents;

- You should liaise with your IT team to send out any hardware in advance of your new hire's first day, add any necessary subscriptions to the software they'll use, and create log-in details for them. Making sure the new starter has the correct hardware for their role, especially if they are warehouse based is equally important, this includes headwear and the appropriate work apparel.

DAY ONE, WEEK ONE, MONTH ONE

DAY ONE

- Give a “tour” of your workspace, be it office or on-site. Schedule a virtual or in-person orientation with a member of your IT team to get your new hire an overview of the technology and software (e.g. login details);

- Send a new employee announcement to inform your team of the new hire’s arrival. Make sure to CC the new employee so they can see any welcome messages their new teammates send;

- Set up an introduction with the new hire’s team. Have current employees meet and greet to briefly explain what they do, including a fun fact about themselves.

WEEK ONE

Manage Their Meetings

To avoid overwhelming them, keep their first virtual meetings to key people. Limit them to:

- You (their line manager): to begin with, schedule meetings with your new employee every day or two. Try to keep these first catch-ups informal, and use them as an opportunity to check-in and build a rapport;

- Their teammates: catch-ups with team members will help your new start to get to know everyone, learn about the tasks and objectives that each is responsible for, and begin to see how they fit into the big picture. An end-of-week group video call or in-person meeting will also allow your new hire to socialise and start to feel part of the team;

- The CEO or Head of Department: They can discuss the health of the business, its mission, values, and strategy. If there is more than one new starter, a group online session with the CEO may make everyone feel more comfortable asking questions.

Keep it Fun

Remember, a big part of onboarding is turning any anxiety into excitement about the role. You can inject some fun into proceedings with:

- Ice Breakers;

- Social activities such as team lunches, quizzes, workplace health initiatives etc.

MONTH ONE

Schedule One-on-Ones

If you spot any skills gaps in the tasks you assigned your new employee, weekly one-on-ones are the place to discuss them and also highlight any training or learning opportunities. These catch-ups will also help you to build rapport and engagement. At each meeting:

- Ask how they're feeling, and don't just focus on work;
- Give praise and show how they're contributing to the "big picture" of your organisation;
- Offer constructive feedback – highlighting areas to improve;
- Set goals and objectives to hit for the following week.

Assign a Virtual Buddy

A virtual buddy from their team can be your new hire's go-to for help with any issues that crop up on the job. The buddy should live and breathe your organisation's culture, be willing to help, and share the way they approach their work.

Crucially, the buddy should also invite the colleagues' fresh thinking, perspectives, and experiences. That way, your new hires will add to your culture.

Get Feedback

Onboarding remote employees is likely a new experience for your company, so asking for feedback on how you're doing can be a great way to improve the process. Ask new employees what they thought went well and what they think could be improved so you can adapt your virtual onboarding process in the future.

VIRTUAL ONBOARDING

In some organisations, working from home and flexible schedules are now the norm. Therefore, virtual onboarding has become a mainstay in the welcoming process.

White-collar employees generally tend to be computer-literate to do their jobs. This means being able to virtually onboard them can now be simple by providing them with the hardware and technology needed for the role and following the advice listed above. Try including more engaging and interactive e-learning to onboard white-collar workers as they are already familiar with e-learning.

In the case of blue-collar employees, things are a little different. Some potentially may not be computer literate and their exposure to e-learning may be limited compared to white-collar workers. Therefore they may need extra support in using technology and certain software programmes if they are onboarded virtually. Introducing non-interactive e-learning like simple images and graphics, videos and audio that effectively communicate the learning content may be more effective. In some cases, it is not possible to onboard a blue-collar worker remotely as they cannot work from home in most instances. Where it is possible to do so leaders must provide local line managers with the knowledge and communication skills to effectively onboard new team members that the organisation consider ways to humanise some of the automated onboarding processes.

FOMU = FEAR OF MEETING UP

'FOMU' is a very real presence in the workplace right now due to remote working and the after effects of the COVID-19 pandemic in 2020. This will be for the foreseeable future, so taking note of such anxieties and acknowledging them is crucial for all leaders. Below are some tips on what you can do to help:

- Let employees know you understand how they feel and listen to their concerns;

- Communicate that any interaction is being closely monitored and assessed for their safety. People in the workplace must feel confident that they can return without putting themselves or their loved ones in any danger of infection;

- If 'FOMU' anxiety is preventing productive working, you may wish to consider if the time is right for workers to return, or how many workers are appropriate for your workplace. If remote working can continue for those feeling the pressure, then assess the situation on a case-by-case basis before making any big decisions;

- Try staggered scheduling. This means having some teams come in half the week and other teams work from the office on different days or giving employees control over how often they work from the office.



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