



**HELLO**  
I AM A...

**NEW HIRE**

*Employee Onboarding*

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## About the Tutorial

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Employee Onboarding is one of the most important aspects of Human Resource Management. A perfect onboarding of an employee makes him/her a loyal asset and helps in maintaining the retention rate of the employees in an organization.

In this tutorial, we will discuss the various nuances of employee onboarding in detail and learn why onboarding has become so popular in today's dynamic workplaces.

## Audience

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This tutorial is designed primarily for executives and managers who work under the HR department. It is also for those professionals who want to understand how to onboard new employees and how to introduce them to their work and to the organization.

## Prerequisites

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The readers of this tutorial are expected to have a fundamental understanding of diverse aspects related to Employee issues in an organization. It would also help if they are well-versed with the policies of their respective organization, which would help them in making strategies for onboarding employees.

## Disclaimer & Copyright

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# 1. Employee Onboarding – Introduction

Onboarding is a comprehensive process for integrating newly appointed employees in an organization and familiarizing them with the organizational culture and work environment. It is an integral part of Human Resources Department (HRD). Lack of appropriate onboarding mechanism can have negative impact on the overall productivity of the organization.

**Employee onboarding is essential to retain skilled and dedicated workforce.** An employee onboarding program helps in the orientation of the new employees. It shapes the relation between the new employee and the organization. By implementing a good employee onboarding program, will build a strong organization culture and secure the future with a qualified pool of human resources.

**Employee onboarding is a composite process;** it is more than just the orientation of new employees. Employee orientation is the first step in the onboarding process. In larger sense, onboarding process aims at developing a happy and constructive relationship between the employee and the employer. It represents the organizational values, brand and also explains the professional culture and the work environment.



Employee onboarding aligns the expectations of the employees and the goals of the organization and provides a phase, where the new employees successfully get acquainted with the organization, old employees and the work environment. This will result in faster productivity in the short span of time.

## What is Employee Onboarding?

Employee onboarding can be defined as a process that helps the newly recruited human resources to get acclimatized with organizational culture, work environment and goals. This helps in learning the attitudes, gaining knowledge & skills and also the behaviors required for the effective function of the work within the organization.

When it comes to job satisfaction, financial rewards may be lower on the list than most people think. Being happy with your job seems to depend more on the intangibles: feeling part of a team and being valued and appreciated consistently outrank money when employees are polled about job satisfaction. Employee onboarding process is the first step towards development of such feelings and values.

Employee Onboarding can also be defined as follows:

- Onboarding is a strategic process of bringing a new employee to the organization and providing information, training, mentoring and coaching throughout the transition. The process begins at the acceptance of an offer and throughout the first six to twelve months of employment.”
- Onboarding, also known as **organizational socialization**, refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders.

In short, employee onboarding involves the processes, which helps to ensure that the new human resources get started on the right foot. How can a stranger know our home unless we politely let him in?

## Formal Onboarding

Formal onboarding includes selective assignments and strategies that help a new employee change in accordance with his or her new position. Under formal on-boarding, new employees are frequently isolated from existing representatives to encounter facilitated exercises for introduction, in-classroom preparing and socialization.

## Informal Onboarding

Informal onboarding alludes to the specially appointed and semi-sorted out exercises by which new employee finds out about his or her new employment. Casual onboarding can incorporate employment shadowing and unrehearsed one-on-one instructing or gatherings with administration and new associates, and in addition the details of beginning at an organization, for example, accepting identifications and equipment.

**Note:** *Monster.com reports 30% of external new hires turnover within the first two years of employment. Retention statistics from other organizations, including the Society for Human Resources Management (SHRM), show that the turnover can be as much as 50% in the first 18 months of employment.*

## 2. Employee Onboarding – Objectives

Onboarding is an orientation process in which new resources get the important information, aptitudes, and practices to become distinctly viable authoritative individuals and insiders. Onboarding prompts to positive results for new workers, for example, higher job satisfaction, better work performance, and longevity in their positions.

Through a well-structured onboarding process, employees gather required knowledge, skills and behavior to become an efficient part of the existing team. It helps in turn keep retention level high in the larger interest of the organization.



A positive onboarding process helps to fulfill the following objectives:

- Facilitate the new employee's ability to contribute in the new role.
- Increase the new employee's comfort level in the new role.
- Reinforce his/her decision to join the organization.
- Enhance productivity.
- Encourage commitment and employee engagement.

Onboarding starts even before someone new is hired. It continues when a person is hired and when he/she starts working. A well-designed onboarding continues for a while after the new employee starts working in the organization. In other words, onboarding starts before the organization makes sure the physical environment for the new recruit begins.

## Purpose of Employee Onboarding

Unless the new recruits develop a sense of acquaintance with the organization, they cannot give productivity as desired. Hence, onboarding holds utmost importance in the smooth functioning of the organization.

The purpose of an onboarding program is to develop within the new recruits the necessary skills, knowledge and behaviors to become an effective contribution to the organization he/she works with.

The following are the important purposes of onboarding:

- To attract and retain good talent.
- To enhance employee engagement, thereby giving a boost to business growth.
- Make employees feel welcome and valued.
- Create alignment to task, mission, culture, values and processes
- Decrease the learning curve.
- Encourage socialization and create a sense of belonging.
- Set of performance expectations.
- Help employees learn the company culture quickly.
- Allow the employee to understand the company's values and priorities.
- Reduce new employee anxiety.

An effective onboarding program educates and informs new hires about organizational practices. Implementing an onboarding program cements the relationship between the employee and the employer from the beginning and opens up lines of communication and keeps the employees engaged in the long term.

## Making Employees Feel Welcome

Putting aside the pecuniary ambitions of the employees, there are many intangibles that make people get satisfied with their jobs. Feeling a part of a team, experiencing a congenial work environment and get timely and just acknowledgement goes a long way in ensuring job satisfaction to the employees.

Studies conducted by the Corporate Leadership Council show it's critical for new hires to rapidly adjust to their new workplace. It's additionally essential for these new hires to begin building rapport with associates and colleagues so that they can start to absorb themselves into existing workgroups.

Onboarding can be lonely but it doesn't have to be a solo venture, and HR professionals are not the only ones with the power to make the new kid on the block feel comfortable. Existing employees can do their part to help new hires feel welcome in their new work environment.

Here is a list of some **creative ways** to get the team involved in the onboarding process:

- **Creating welcome traditions**
- **Giving a team-led tour**
- **Using the buddy system**

Getting the team involved in the onboarding process is critical because it brings employees both new and old closer together and office friendships breed better work and happier employees. According to a research and a report, employees with friends at work are 47 percent more likely to love their companies.



# 3. Employee Onboarding – Importance

## Importance of Employee Onboarding

An Onboarding Program can definitely improve the readiness, fit and performance of every employee who takes on a new role in the organization. An effective onboarding program serves offers the following benefits:

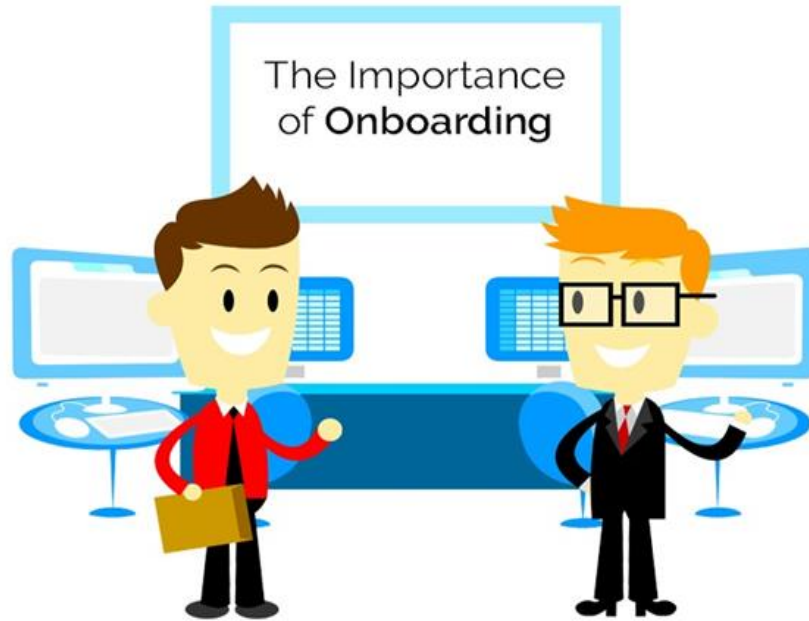
- Improves current employee morale
- Reduces time to productivity
- Increases employee engagement
- Reduces new hire turnover
- Prevents future spending on re-hiring and re-training
- Integrates new hires into the corporate culture, thereby enhancing that culture

Onboarding helps in building and sustaining high-performing teams and leads the organization to have a competitive advantages in the market.

## Why Employee Onboarding?

Avoiding onboarding program for the new employees can be cost effective as it saves the organization from spending certain amount on it. However, a good onboarding program for new recruits can lay a solid foundation of employee behavior and productivity.

A question, however, arises as to why proper onboarding is necessary. Absence of onboarding program prevents the management from understanding the skills and behavior of the employees earlier. It takes a longer time span to get to know the new recruits who are employed directly without passing through onboarding processes.



The recruits need to enter the organization through a complete and effective onboarding program. Without it, the new recruits might take time to get acquainted with the new work environment. By this time, some of the recruits may have developed dislikes in some aspects related to the organization which may be due to lack of proper knowledge and understanding. This leads to unexpected departure of some. It is likely to affect not only productivity but also morale of the employees.

**Employee engagement and employee onboarding go hand in hand.** Studies show that around 33% of employees decide to stay onboard with a firm or jump to other within their first 30 days of joining the organization. The study shows that every organization should work towards establishing employee engagement by effective onboarding.

## 4. Employee Onboarding – Benefits

*The more the newly recruited employees become familiar with the organization and its culture, the greater is the productivity and profit. Therefore, it is necessary to know the various benefits of employee onboarding.*

**Inviting and welcoming the new hire into the company** is the first move of an employee onboarding program. For most of the new recruits, the very first day makes them excited, a little anxious and eager to make a difference in their new organization. But, they cannot make a difference unless they come to know what it takes to succeed. In this regard, it is essential to know the benefits or advantages of an effective onboarding program for an organization.



To make the new hires productive from the very first day, the HR team must ensure that the new hires are provided with education, information and the tools to perform their job effectively. And, the best way to make a new hire effective and efficient is the comprehensive employee onboarding program.

A comprehensive employee onboarding programs educates and engages the new hires, so that they become productive to and beneficial for the organization. The following is the account of various benefits of employee onboarding program.

Let us now discuss the **major benefits** of a good employee onboarding program:

### **Retaining and Attracting the Top Talent**

With a good and an effective employee onboarding program, one can build a strong foundation for the intangible elements that create an amazing workplace and a work culture, which helps in keeping the retention of the top talents at high.

## Early Employee Engagement

Employee engagement is a necessary pre-condition for retaining employees in the organization for a considerable time. The engagement begins on the very first day and in this regard, the inbuilt onboarding program plays an important role.

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