

EMPLOYEE ONBOARDING GUIDE

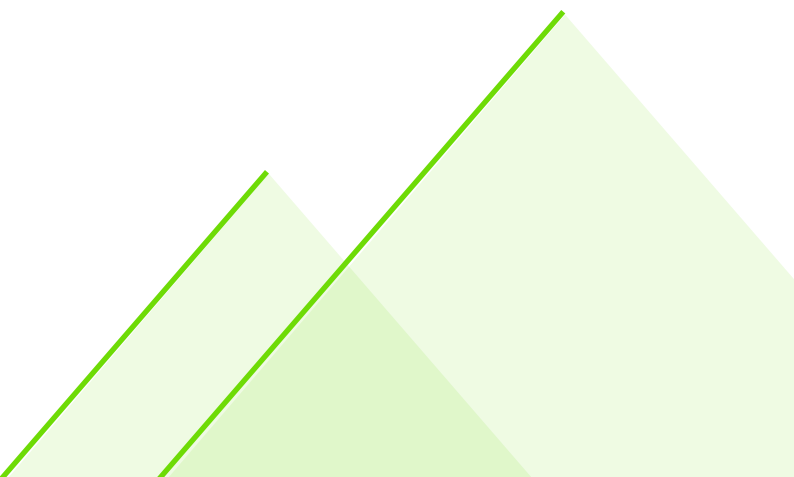
How can an effective onboarding change your company and how to implement it.





INTRODUCTION

If you are a company manager, a team leader, the owner of a small company, the CEO of a big company, a project leader or have any management position, you know how challenging it can be to find the right professional for the job - even harder it is to integrate that professional to the company's culture and organizational processes. There are, however, techniques and procedures thought to shorten that adaptation time of new workers, one of them being an effective onboarding process.



01

WHAT IS EMPLOYEE ONBOARDING?

A BRIEF INTRODUCTION TO EMPLOYEE ONBOARDING.

02

SOME STATISTICS

WHAT ARE THE FACTS ABOUT EMPLOYEE ONBOARDING?

03

IMPLEMENTING AN ONBOARDING PROCESS

HOW CAN GAMIFICATION HELP YOUR ONBOARDING PROCESS?

04

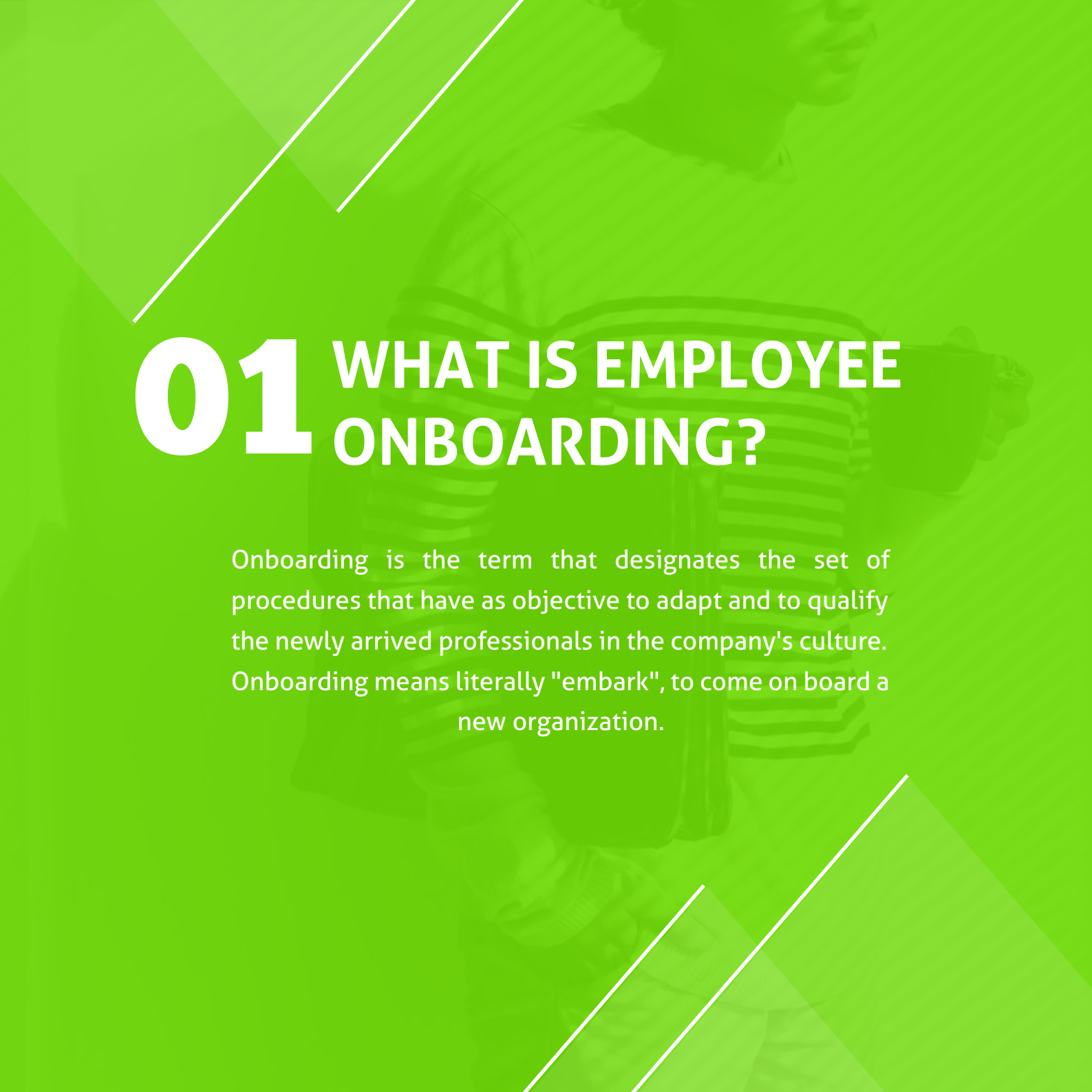
EMPLOYEE ONBOARDING WITH GAMIFICATION

HOW BRAVON CAN INTEGRATE YOUR ONBOARDING PROCESS?

05

HOW DOES BRAVON WORK?

APPLYING BRAVON TO YOUR BUSINESS



01 WHAT IS EMPLOYEE ONBOARDING?

Onboarding is the term that designates the set of procedures that have as objective to adapt and to qualify the newly arrived professionals in the company's culture. Onboarding means literally "embark", to come on board a new organization.

THE COST OF TURNOVER IN A BUSINESS
RANGES FROM 1% TO 2.5% OF TOTAL
BUSINESS REVENUE.



THE ONBOARDING PROCESS

It's a processes that aim to shorten the time a new employee takes to reach its full potential within a company. And that goes well beyond the simple guideline; onboarding plans should make employees familiar with a company's goals.



INTEGRATING NEW EMPLOYEES

One of the main goals of a solid onboarding plan is to reduce turnover in a company - Because, once the employee experiences that precious sense of "belonging," their bond with the company will surely strengthen.

Onboarding begins the moment an employee signs the offer and ends once they've left the organization. Making it a great, consistent experience, will guarantee more engagement, higher rate performances and longer stays in the company.

"Modern onboarding fills the gaping chasm between employee engagement and the standard, highly-transactional forms process."

EMPLOYEE ONBOARDING




Onboarding on companies are exactly like first impressions when you first meet someone. Not only are they key to the future of the relationship as they are very hard to change. When a employee first joins a company it is essential that you make a good first impression, you will only get one chance to do so.

WHAT IS IT EXACTLY?

Employee onboarding its the process of welcoming a new employee in your company and it's culture, as well as getting a new hire the tools and information needed to become a productive member of the team as soon as possible.

In some organizations, onboarding is often confused with orientation. While orientation might be necessary – paperwork and other routine tasks must be completed – onboarding is a comprehensive process invlving management and other employees that can last up to 12 months.

SOME FACTS ABOUT EMPLOYEE ONBOARDING AS NOTED BY SHRM

-  A great employee onboarding process can improve employee retention by 82%.
A research conducted by Glassdoor found out that companies with a powerfull onboarding process improve new hire retention by 82% and productivity by 70%.
-  88% of organizations don't onboard well.
Research conducted by Gallip found that only 12% of employees strongly agree their organization does a great job onboarding new hires.
-  58% of organizations say their onboarding program is focused on processes and paperwork.
HCI found that more than half of organizations focus their employee onboarding on processes and paperwork. Also one third said their onboarding program was informal, inconsistente, or reactive.
A great, effective employee onboarding program focuses on people, not paperwork and administrative tasks.

- ➡ Most organizations have a very short onboarding program.
HCI discovered that most organizations stopped their onboarding process just after the first week, leaving new hires feeling confused discouraged, and lacking resources.
- ➡ A negative onboarding experience results in new hires being 2x more likely to look for other opportunities.
Digitate states that employees who had a negative experience on onboarding are twice as likely to look for other career opportunities in the future.
Hiring a new employee is costly and hard, making it all worse when you go through all the trouble just to not keep the employee.
- ➡ 1 in 5 new hires are unlikely to recommend an employer
A digitate report claims that one in five new hires are unlikely to recommend an employer to a friend or family member if their onboarding experience was bad.
- ➡ 87% say buddy programs boost new hire proficiency.
87% of companies that assign an ambassador or buddy program during the onboarding process say that it's an effective way to speed up new hire proficiency.
- ➡ 81% of organizations believe cross-boarding is just as important as new hire onboarding.
HCI reports that 81% of organizations agree that onboarding internal hires is just as onboarding external hires, but only 27% of organizations report that they effectively onboard employees that are promoted or moved to a new position.
- ➡ The biggest onboarding challenge is inconsistent application.
Inconsistent application, competing priorities, ability to measure ROI, buy-in and manager accountability, and insufficient internal resources are the top onboarding challenges reported by HCI.
- ➡ The average new hire onboarding experience consists of 54 activities.
Spring reports that new hires will have over 50 activities that need to be completed during their onboarding period.



02 LET'S TAKE A LOOK AT SOME STATISTICS

An effective onboarding program can help boost employee engagement, retention rates, new hire productivity, and the company's bottom line.

Let's take a look at some statistics that show exactly how important and effective onboarding process is.

HALF OF ALL HOURLY EMPLOYEES LEAVE
NEW JOBS IN THE FIRST 120 DAYS.

49%

Of millennials want better onboarding

11%

More employee performance in companies with an effective onboarding program

91%

More retained first-year workers in companies with an engnnullaging onboarding program.

90%

Of employees decide wheather they'll stay with an organization, or leave, in the first six months.

Of organizations extended their employee onboarding programs to last longer than 1 month

76%

Of organizations have Passive Onboarding - forms and maybe some role clarification, but no information

30%

Of all senior-level outside hires fail within 18 months.

50%

Of Employees in the US are engaged at work.

33%



03 IMPLEMENTING AN ONBOARDING PROCESS

What to do and what not to do to have an effective onboarding process.

IMPLEMENTING AN ONBOARDING PROCESS

The onboarding process is going through a much-needed makeover. Long over are the times where onboarding was seen as a single action, where new hire had a passive attitude while being informed about company processes and policies, sign paperwork and given a walking tour of the workplace.



Companies have realized the potential of an effective onboarding process, it stopped being seen as a mandatory task to be seen as a long-term company success factor. Having an effective, engaging onboarding process makes new employees reach their complete productive capacity faster, making them more productive, accelerating learning and significantly improve talent retention.

Of course, each company is its own case and different companies have different necessities, depending on the sector, size and needs so this guide should be of course considered as a

START ONBOARDING BEFORE DAY ONE

New employees won't wait years before deciding to stay or leave, they will make their decision in their first few days. This is why a good impression is so critical.

A new hire onboarding should begin before a new employee even arrives on their first day! On Warby Paker, as noted by Hubstaff, before day one a welcome pack is emailed to them. The pack includes information on the company's history, values and what the employee should expect on the first day, first week and the first month of work.

-  Once the deal is sealed provide detailed information about the first day of work so that the new hire doesn't feel lost. Simple yet important things like where to park the car, who should he request for at the reception, what is needed to bring, if there will be lunch, where can he get coffee, what should the dress code be, what their colleague's name and position are, etc.
-  Make sure the workplace is physically ready for your new hire, that he has a place to sit, a computer ready for him to work and any other material needed for him to start working.



Provide access to a portal, tool or person where the new employee can complete any onboarding paperwork required, giving their personal data, documents, filling out payroll forms or reading the code of conduct.



Introduce the new employee to any company websites, social media, and online presence so that they can start observing the culture and being integrated since day one.

Onboarding should not be treated as a cost or an extra effort to the company. It is a process that deeply impacts employee engagement and productivity. When contrasting with the previous checklist here are the things that can hurt your onboarding process making your less effective and your new employees less productive.



Not telling your employee who to meet, how to get to your company or how he should dress can be very hard on the new hire.



Not having a clean and ready workstation on day one. If your new employee arrives at your company and you need to set up its workplace and tools it's not a wrong assumption that generally speaking your company is a bit lost in what to do.



Don't condense the entire company in a 4-hour orientation session. They will never memorize all that new information, don't let the first impression of your company be of complete boredom! Split the workload by fun and exciting tasks that will teach them about your company history, their employees and slowly introduce the employee in this new

MAKE THE FIRST DAY COUNT

Research shows that new employees who have not yet built relationships with coworkers are less likely to ask questions and seek information.

Avnoconn is a company with a comprehensive onboarding program that starts on day 1. On day one people are shown to their desk and provided all the necessary equipment to exercise their functions. One of the first tasks includes signing in Bravon (a gamification platform), which will have a task inbox with several onboarding tasks and will introduce the new hire to other employees in the company.

To be sure the new hire is engaged from the beginning to make sure you incorporate some of the following suggestions:


- ✓ Pair the new employee with other new employees, or someone responsible to guide him through his job and the company. Someone who can answer questions and help to solve problems.
- ✓ Focus on what the employee needs out of a first day and make sure you are providing it.
- ✓ Ensure that the employee is integrated into a culture of belonging. Make sure he is given a tour and is introduced to team members and other employees; particularly other new employees who will be able to relate to any first-day troubles they may have.
- ✓ Create a lunch so that the new employee can have contact with its new colleague in a nonwork environment, providing a social bonding opportunity. No one likes to eat alone in the cafeteria.
- ✓ Make sure he has access to any tools and security procedures needed.


**UNLOCK YOUR TEAM'S POTENTIAL
WITH BRAVON!**





Neglecting the importance of cultural adaptation, just because an employee was hired in part for how well they fit into the company doesn't mean they'll embody your company values from the first day. It's going to take some time for your company and the employee to get to know each other and adapting their coexistence.

Be patient with the new hire and understand that it is a process and not a one time action.

 Don't start a new hire when their supervisor is absent – Don't waste a new employee's first day. It's an easy win for your onboarding process to ensure that managers and supervisors will be available to help guide employees through their first experience with the company.

 Don't rely on org charts to explain lines of communication – while some people are visual learners, a piece of paper or a computer screen are no substitute for experience. Show new employees where to go and who to talk to. Introduce them to members of the team and their places within it and you'll open wide those lines of communication from the start.


 Don't assume a new hire can't be productive from day one – Your new employees were hired for a purpose. The sooner you can put them on that path, the more productive they'll be – and likely the more grateful they'll be for the opportunity to work for your company.

 Don't use a learn for yourself approach just because it worked for you! It's good that employees learn on their own and apply critical thinking and figure out their jobs, but it's more important to give them guidance along the way. Not everyone has the same needs, and not everyone learns or reacts the same way.


HELP THEM JUMP IN AT THE DEEP END


As noted by Hubstaff the Aberdeen Group found that best companies had 62% of their new hires meet their first performance milestone on time, and 91% of those employees were still part of the company after their first year. In contrast, the worst performing company only had 17% of their employees meet their first milestone on time, and 40% of them remained at the end of the first year.


To help your best new employees to give their all and be as productive as possible consider the following:

 Provide clear job descriptions and outline exactly what is expected of the employee.

 Clarify his role and the importance to the goals of the organization.


 Provide a training platform with coaching and support.


 Try to solve all buerecratical stories and administrative paperwork before day one.


 Allow new hires to have responsability and accountability for tasks.

Neglecting the importance of cultural adaption, just because an employee was hired in part for how well they fit into the company doesn't mean they'll embody your company values from the first day. It's going to take some time for your company and the employee to get to know each other and adapting their coexistence.

Be patient with the new hire and understand that it is a process and not a one time action.

 Encapsulating all processes and new information in one learning session.

 Have unclear goals that make it impossible to acknowledge achievements so it's easy for new hires to become demotivated and disillusioned.

 Not having a defined and complete training to familiarise themselves with important tools and processes of the organization.

HELP THEM JUMP IN AT THE DEEP END

You should have a place where you manage workforce provisioning with FAQ with common questions about the business, departmental procedures, Templates, etc. A single repository of such information would make things easy to manage, update and find.

Bravon is a gamification app where you can install your onboarding process where new hires can progress through your onboarding processes through challenges and multiple content types, such as videos, pictures, and even quizzes.

Consider having a database that includes the following:

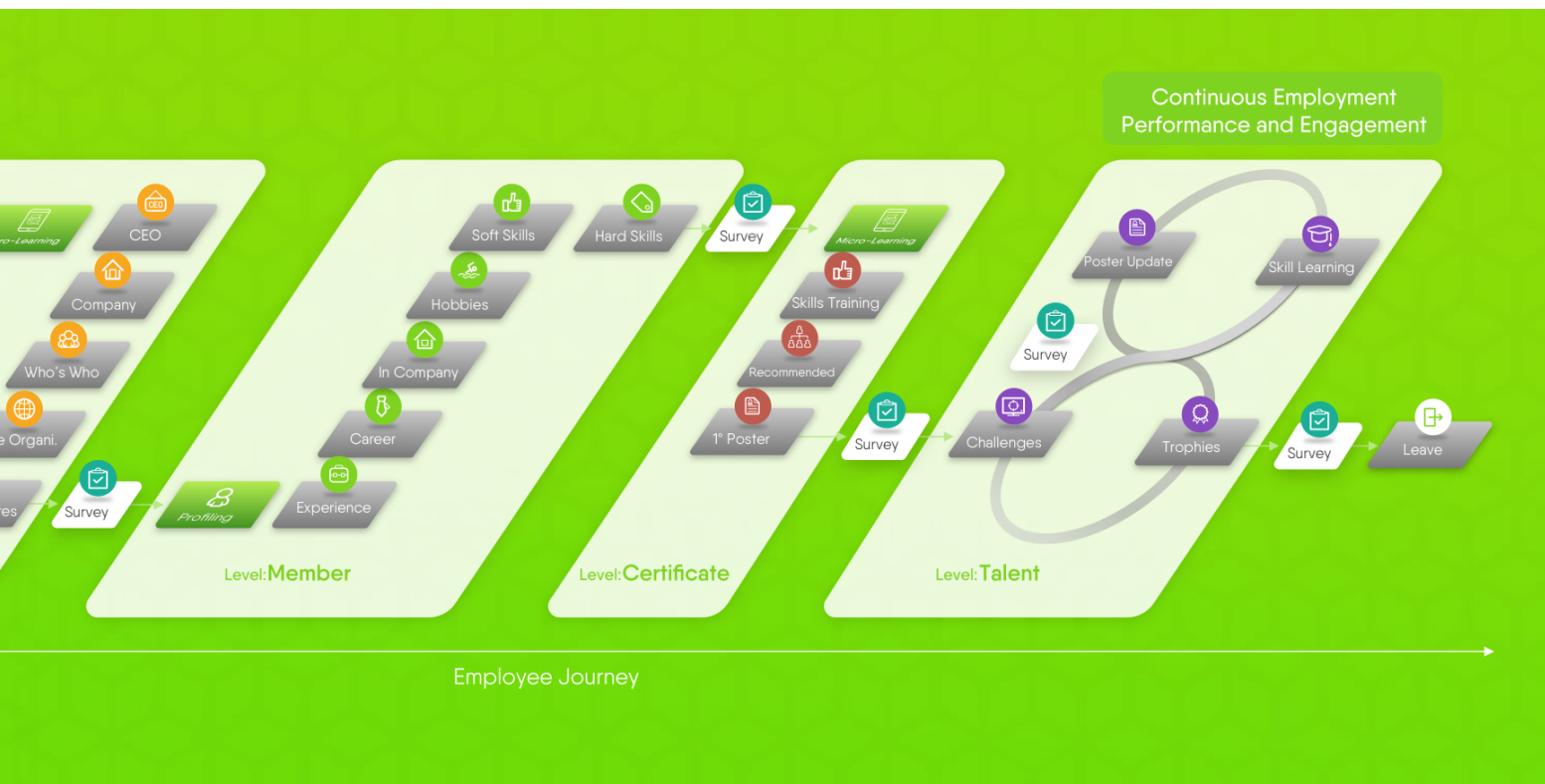
- ☑ Hr and business policies, such as the code of conduct and dress code.
- ☑ Phone lists with pictures of employees so that new hires can match faces to names and see where people are located if they need to find someone.
- ☑ Any forms that need to be completed, such as payroll information.
- ☑ Standard FAQ sheets regarding the general office and culture.
- ☑ Online training videos and apps that employees can complete at their own pace or revisit later if they are looking for a refresher
- ☑ Social engagement opportunities.



GAMIFYING YOUR ONBOARDING PROCESS

Gamification can be a very powerful ally to your onboarding process. It can make the entire process more fun and turn it into a more enjoyable experience, motivating employees to follow the process engaged while learning about the company and being successfully welcomed to the company.

It is an automated way to integrate the new hire into the organization making sure your onboarding process is fully delivered.



04 EMPLOYEE ONBOARDING WITH GAMIFICATION

By gamifying your onboarding process you will:

- 1.** Seamlessly align business goals with onboarding;
- 2.** Increase engagement and retention;
- 3.** Improve productivity and performance;
- 4.** Deliver consistent, scalable results.

69% OF NEW EMPLOYEES ARE MORE LIKELY TO STAY FOR MORE THAN 3 YEARS, IF YOU PROVIDE THEM A WELL-FORMED ONBOARDING.

GAMIFY ONBOARDING

New hires should be productive to your company since day one. While a new employee is not at its full potential he is a cost to your company.

To make it happen as fast as possible you must be as engaging as possible from day one.

Onboarding a new employee is your first opportunity to create a great experience since the first minute. Gamification enables constant learning and engagement by making your training program more interesting, giving you better opportunities to interact with your new employees, allowing you to assess their performance and give regular feedback. When correctly performed the onboarding process will not only improve retention and productivity but also bring down your turnover costs significantly.



05 HOW DOES BRAVON WORK

v



THE NEW EMPLOYEE IS BEING REWARDED FOR JOINING YOUR COMPANY, AND YOU CAN WATCH THE WHOLE PROCESS LIVE ADAPTING WHEN NECESSARY.

CREATE CHALLENGES

Issue a challenge that rewards new employees to follow a specific and interactive onboarding program.

1

2

MEASURE THE PROCESS

Get quantifiable results from the analytics provided automatically by Bravon.

BE PROFITABLE

By having an engaging process avoid the cost of turnover and retain talent more efficiently.

3



TRY BRAVON FOR FREE NOW!

Contacts

