



# Onboarding Guidance

Recommended process

# Onboarding guide

Congratulations on your new hire/s. To get to this point you, along with other key stakeholders have invested considerable amounts of time and money and now you have one or more new joiners.

## What next?

The first 3 months is a crucial time when settling in for any new hire. To protect and enhance the investment you have made and to see that the diverse knowledge, experience and talent thrives and reaches potential in your organisation; a well-considered, tailored and robust onboarding process is essential. A good plan will see that the individual:

- Settles in well, has their technology efficiently set up and feels welcomed and visible (whether remote, hybrid or in person)
- Integrates into their team/the organisation and has regular communication and feedback touchpoints
- Understands the organisation's values and culture and where they fit in
- Feels supported and knows how and where and from whom to find help
- Becomes productive quickly and is enabled to work to fulfil and deliver on their potential

# Onboarding guide continued

Without a plan in place, new hires can lack clarity on their role and how it links to the organisation's goals, which can have a knock on effect on how they experience the company. In the worst case, this can result in turnover which means:

- Additional cost and time for recruiting a replacement
- Wasted time and money
- Damage to the organisation's employer brand and reputational risk

Alongside the key practical information that will need to be delivered for the purposes of compliance and company policy, the onboarding process should focus on creating a welcoming and communicative impression that lasts beyond the initial first week.

This should be put in place, for all new employees **including experienced and senior hires** so that individuals can quickly gain an understanding of the business' ways of working and get up to speed in their role.

A good onboarding process will help create a content and thriving hire that could act as an internal and external case study illustrating the merits of the company culture.

# Onboarding – recommended considerations



# Questions

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