

# How to improve the administration of onboarding

Human resources (HR) often find themselves exhausted with basic paperwork and administrative tasks when going through the onboarding process for a new employee. Below you will find 4 common ways to increase your productivity, and how to make sure you are choosing the right tools for your organization's needs.

## INCREASE PRODUCTIVITY

### 1. Utilize your onboarding practices

76% of organizations don't utilize their onboarding practices: first-day agenda, company orientation, forms with electronic signatures, buddy assignment, training, meetings with stakeholders, and more.

### 2. Human resource budget

57% of managers feel that have a bandwidth problem that prevents them to have access to tools to provide a better onboarding process.

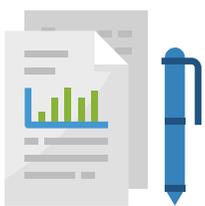
### 3. Align your purpose and focus

60% of HR professionals say the main purpose for the onboarding practice is to integrate employees into the work culture - but realistically the cultures makes up less than 30% of the focus in programs.

### 4. Reduce burdens with technology

40% of companies are creating manager and HR burdens by lacking the technology to improve the accountability and consistency of their employees.

## STREAMLINE YOUR APPROACH TO ONBOARDING



### Paperwork:

There's a place for forms in every process, but it doesn't have to be with pen and paper. Look for technology solutions and start the process before the new hire's first day.

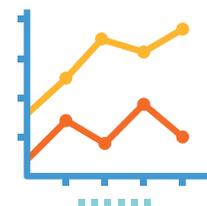
- ✓ First-day agenda
- ✓ Company orientation
- ✓ Rules orientation
- ✓ Resources orientation
- ✓ Forms with electronic signatures



### People:

Focus on values, culture, socialization, and networks.

- ✓ Informal social events
- ✓ Group onboarding
- ✓ Buddy/ambassador assignment
- ✓ Senior leader exposure
- ✓ Team building
- ✓ Mentoring
- ✓ Meetings with stakeholders



### Performance:

Give your managers the tools they need to establish expectations and regular check ins with their people.

- ✓ Job shadowing
- ✓ Training
- ✓ Check-ins with HR
- ✓ Customize onboarding to role
- ✓ Career goals discussion
- ✓ Coaching
- ✓ Expectations and feedback

## SUCCESS FOR NEW HIRES

### Build Teams

Don't let it all fall on your hiring managers; draft a cross-functional team from HR, L&D, and others to share the workload of onboarding new talent.

### Start Early

Pre-boarding after offer acceptance starts the paperwork sooner. This means more time can be spent on performance and people components on Day One.

### Enhance Consistency and Personalization

Organizations with consistent onboarding across the organization and custom content for specific roles are more likely to identify as employers of choice and have strong community reputations. HR technology can facilitate this aim.

### Empower New Hires

Use HR technology platforms to minimize the administrative burden, facilitate learning, and free up resources to focus on people and culture.



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