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Automated onboarding

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In this guide you will find all about automated onboarding.

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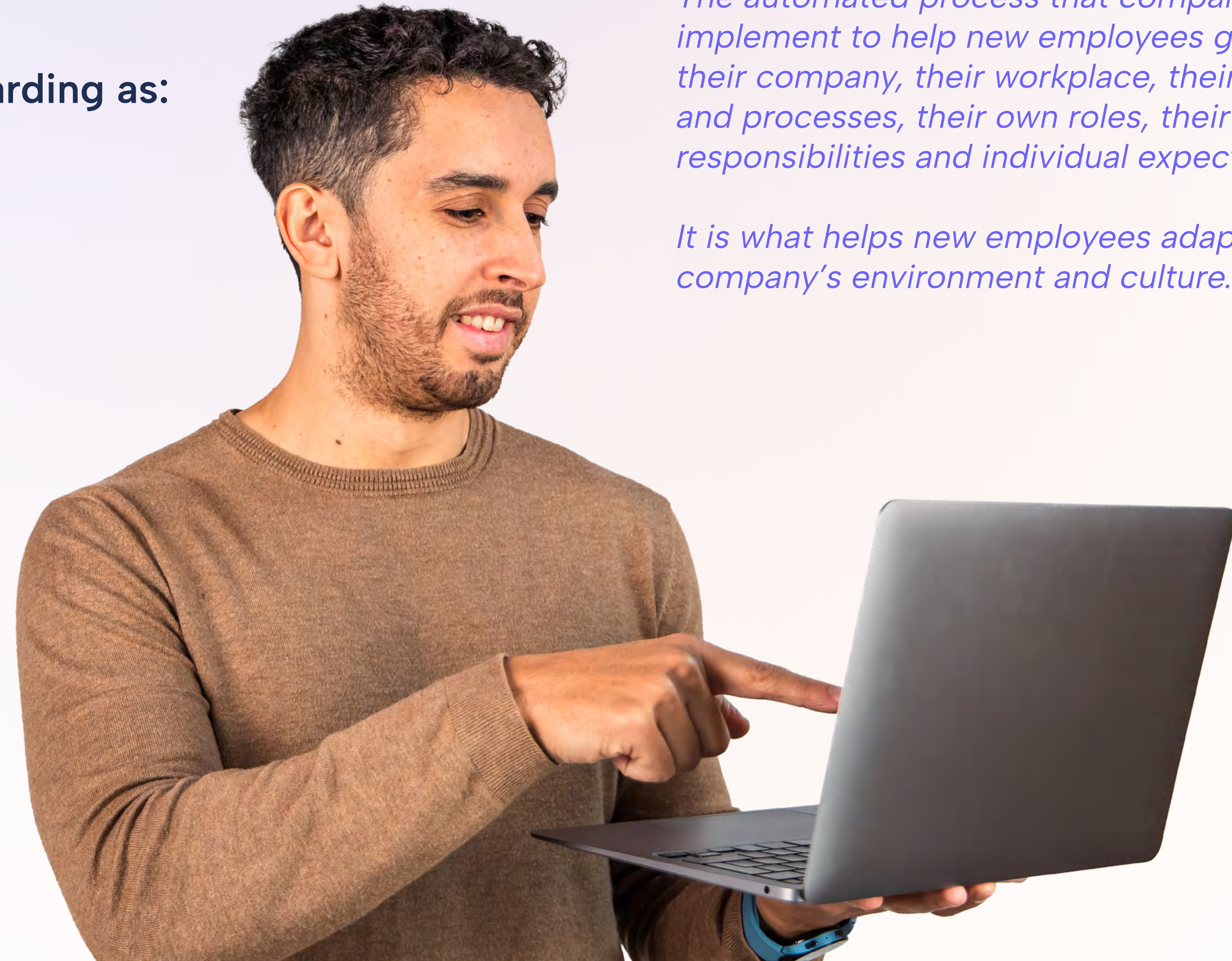
1.

What does digital onboarding mean in a company?

We can define employee onboarding as:

"

The automated process that companies implement to help new employees get to know their company, their workplace, their policies and processes, their own roles, their responsibilities and individual expectations.

It is what helps new employees adapt to the company's environment and culture.
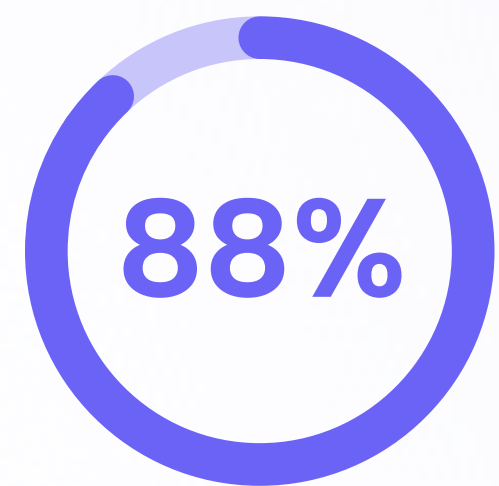
2.

Data about automated onboarding processes in HR

82%
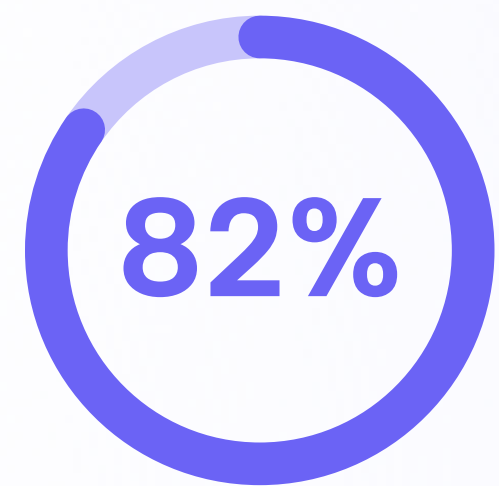
Effective employee onboarding can improve retention by **82%**
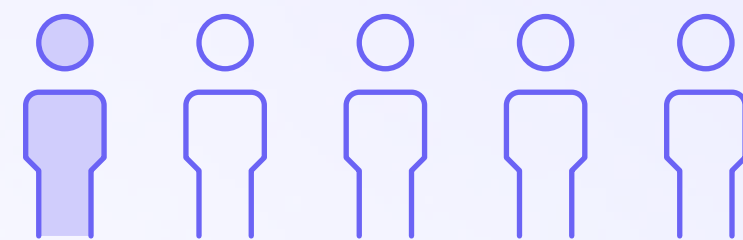
Brandon Hall Group

58%

58% say their onboarding process focuses on paperwork and procedures

Gallup

88%

88% of companies do not have good onboarding

Gallup

1 in 5 new hires are unlikely to recommend an employer

Digitate

2.

Data about automated onboarding processes in HR

25% Productivity of new team members hovers around **25% during the first 30 days**

Gallup

Adressing development during onboarding increases satisfaction by up to

3,5x

Gallup

91% Requesting feedback frm new employees improves their relationship with the company by **91%**

TalentBoard

70% **70%** of team members who had exceptional onboarding exeriences say that they have "the best job possible"

Gallup

3.

Onboarding plan

To ensure an effective onboarding process, we need a solid onboarding plan.

We can identify up to three phases of the digital onboarding process according to the candidate's status.

Welcome plan

Contrary to what many may think, the welcome plan for new employees does not start on their first day, but from the moment the hiring is announced. Nor does it end on the first day; it can last for months.

Pre-onboarding

Welcome session

Follow-up meetings
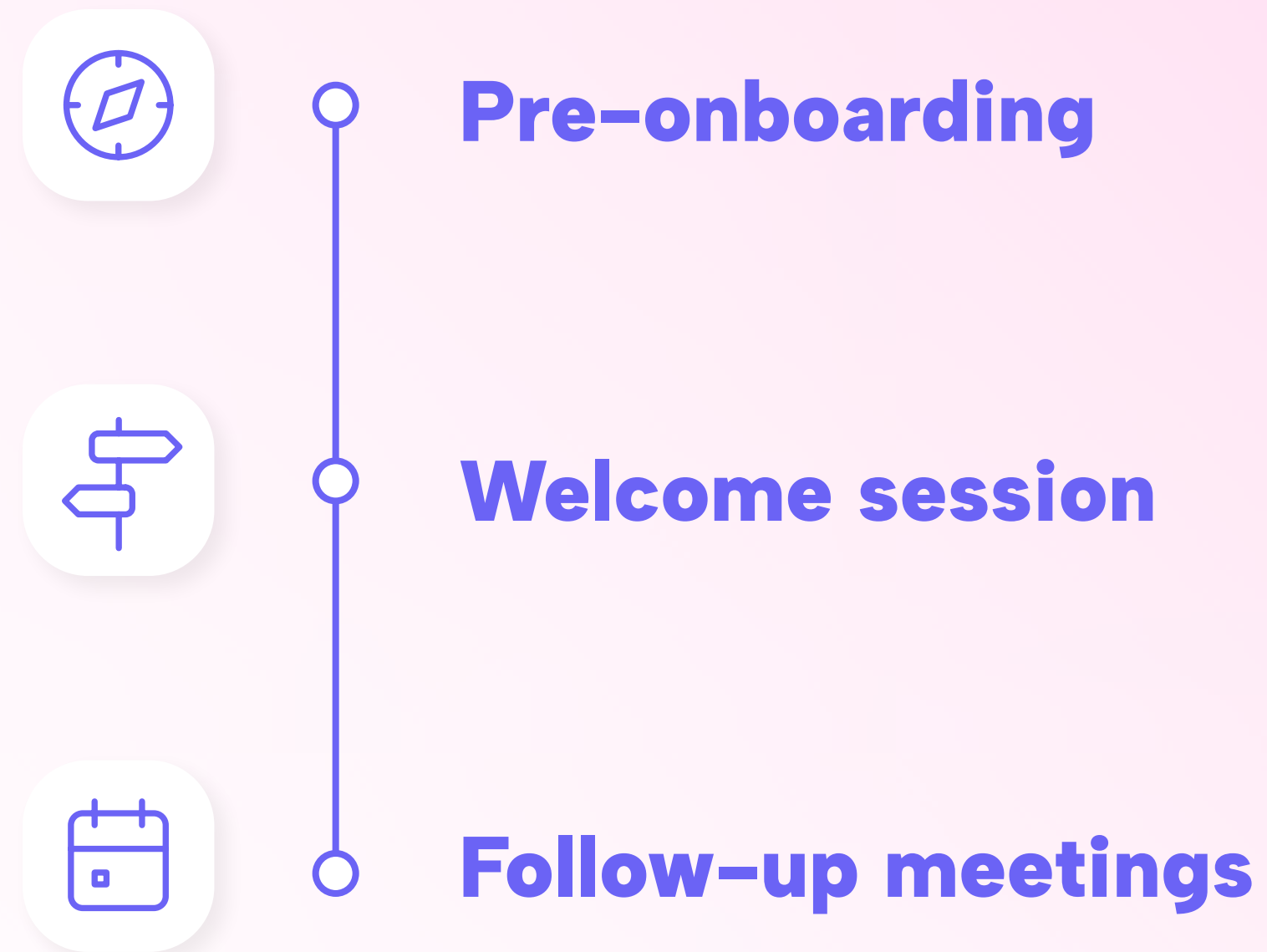
3.

Onboarding plan

1. Pre-onboarding

Welcome email and short videos of the team

Sending of a company Welcome Manual

Sign the contract and other documents

2. Welcome session
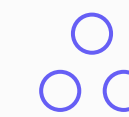
Introduction of a buddy

Explanation about the organizational chart

Tour around the office

Providing the necessary work equipment

General introduction with a team building activity

3.

Onboarding
plan

3. Follow–up meetings

First week

- Communicate targets, values, company policies...
- Detail performance review and KPIs
- Communicate responsibilities, expectations and results
- Team lunch with their manager
- Assign first simple task to maintain motivation
- Start of training

First month

- Meeting with manager to get feedback
- HR checks in to see if there has been a successful integration

First trimestrer

- Feedback on KPIs
- Review of required training
- Encourage cross–functional participation

First year

- Recognize employee efforts and contributions
- Discuss alignment of company and employee interests
- Provide necessary training
- Annual performance review

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4.

Tips for a **successful** digital onboarding

1

Humanize the process

Address the needs of candidates proactively and make them feel part of the company.

2

Involve the entire team in the onboarding process

Everyone should collaborate in welcoming and supporting candidates in their first days. In fact, 76% of new hires feel thatsocializing is the most important element of the process.

3

Checklists de verificación

Have checklists to ensure that no step is forgotten.

4

Take full advantage of technology

Take full advantage of the technology offered by onboarding softwaresto standardize routine tasks.

5

Be original

Welcome gifts, corporate products, a team building session on the first day or a lunch with the management are a good way to start a working relationship. Gamification and audiovisuals also make onboarding easier and more entertaining.

6

### Make use of the buddy figure

Proactively meet the needs of candidates and make them feel part of the company.

5.

Digital onboarding software

What should every onboarding tool have?

Basically, we should look for a practical and functional employee onboarding tool that allows us to reduce the HR team workload and that incorporates the following key functionalities:
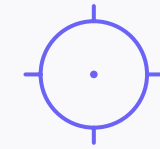
Onboarding and offboarding checklist

It is necessary to prepare a list of all the elements to be taken into account, from the sending of the company's welcome manual to the various follow-up meetings, including the delivery of documents and the signing of the contract. The same goes for offboarding.
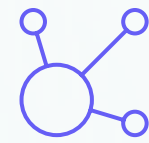
Document management

An employee's arrival and departure generate a significant amount of paperwork that the company must manage and save. Having a document manager such as Sesame saves time compared to other management systems, facilitating document storage and quick searches.

5.

Digital onboarding
software

Organizational chart

It is just as important to know who the CEO is as it is to know who is responsible for a project. For this reason, the digital onboarding process should include a company organizational chart, highlighting the people with which the new hire will be working with.

Internal comunication

- Employee dashboard
- Company chat
- Follow-up one to one meetings