

Onboarding Employees to Maximize *Success*



Presented by Mary Ann Fisher

Welcome!

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- Software
- Paperwork
- Communication
- Engagement and Integration
- Provide required training
- Safety
- Check-in's
- Surveys



- Find software that utilizes GPS tracking
- Improve billing accuracy
- User-friendly easy to use computer system for onboarding



Streamline Onboarding with Automation:

- Automate the onboarding process.
- Improve efficiency and compliance.
- Kiosk or mobile phone



Automate your compliance documents if possible:

- I-9's
- Direct deposit
- W-4
- Emergency contacts
- Policy and handbook sign off



- Where
- Who
- When
- What



- Where to park
- Who to check in with
- Bring lunch
- PPE required



- Key fobs
- Security code
- Additional equipment needed
- Breaks lunches
- Payday



- Provide peer connections
- Assign a buddy / mentor
- Review any questions or concerns
- Outline their first week of employment
- Map out support resources



- Orienting to the business
- Tour of building/job site
- Introductions to staff
- Sample Schedule – Create one for them easy to follow
- Take to lunch or bring lunch in



- Overview of training
- Training options:
Videos/Job Shadowing
- Renewing certificates



- Implement Safety Awareness
- Equipment to wear
- Safety awards
- Recognition



- Regular check-in's
- Feedback
- Value and implement feedback

- Attach survey at the end of onboarding
- Interesting/fun spin on answers
- Encourage feedback for the onboarding process
- Multiple choice versus open ended

Onboarding Survey

The Onboarding experience at HRPro was like

of Respondents providing at least one answer: 34

Option	Responses	Average	Min	Max	Response Percent
Disneyland	18	0.00	0.00	0.00	47.37%
Cedar Point	13	0.00	0.00	0.00	34.21%
A carnival with malfunctioning rides	0	0.00	0.00	0.00	0%
Could have been better	0	0.00	0.00	0.00	0%
OK	6	0.00	0.00	0.00	15.79%



- Tech knowledge gap
- Information overload
- Group discussions notes



Goofus is an uninformed employee. It's his first day and he has no direction, Employees are not engaging with him and he has felt lost the whole week. Goofus decides not to come back.



Galant was provided with clear instructions on where to park, who to ask questions, what to wear and assigned a mentor. He was confident his first day and week would go well because he knew what to expect. Galant is happy and decides this is a good fit.

We spend more time with the people we work with than with our own families. It is so **important to establish trust and comfort level with co-workers**. *All of the material we discussed today will help welcome new hires and make them feel like they belong.*

I do not know everything, but I do have 30 years of experience in onboarding new hires in different industries and I just pulled together what I feel has worked best in the past. Hopefully, you take a few new ideas or at least some helpful knowledge with you today to assist you with onboarding new hires.



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