Successful onboarding is a key part of any talent management or retention strategy. Agency leaders must understand that an effective onboarding process is crucial for successfully integrating new employees. Understanding the onboarding process as a whole, and the many steps involved in the process facilitates a win-win situation for both employee and employer.

The *HCMO Onboarding Tool Kit* provides you with valuable information that you should refer to before you begin the hiring process. When you use the *HCMO Onboarding Tool Kit*, you'll find that your new hires' learning curve is reduced and their communication with members of your organization is enhanced. You'll find that overall, your workforce is more productive, engaged, and ready to accomplish the agency's mission.

HCMO
RECRUITMENT

Onboarding Quick Start Guide for the Hiring Manager

Watch the New Onboarding Video on STEPP

What is Onboarding?

Onboarding, also known as organizational socialization, refers to the process through which new employees acquire the necessary knowledge, skills, and behaviors to quickly become effective in their new job. Onboarding is the bridge between selection and productivity, and includes all the activities that occur from pre-arrival through the end of the first year.

Why is Onboarding Important?

- Fosters positive working relationships that help new employees gain confidence so that they quickly become productive

- Reduces employee turnover and enhances organizational commitment to its employees

- Promotes awareness of tools and resources for career progression and work/life balance

- Provides supervisors the opportunity to set goals and expectations, train and develop, and provide resources for better and faster results

Onboarding Keys to Success

Understanding the Process – Plan ahead.

Onboarding starts at the moment someone accepts a job offer and continues through his /her first year of employment.

Communication Strategies – Clear two-way communication is vital in order for new employees to quickly adjust to their new work environment.

Supervisors and new employees should hold frequent discussions, with supervisors encouraging questions as their employees adjust to the job and workplace.

Social Integration – It is very important for new employees to feel socially accepted by their peers and managers. When new employees feel confident in doing their job well, they are more motivated and will eventually become more successful than their less confident counterparts.

Peer Support – Match new employees with an experienced colleague ("buddy") to help them understand the organization and their new job.

Organizational Knowledge – Introduce new employees to the people that they'll be working with. Every organization has a unique culture, so help them navigate that culture in order to fast track them in becoming productive members of the organization.

The Onboarding Process

Step 1: Prior to Arrival

1. Communicate with your staffing specialist so you know the status of your new employee's clearance and start date. Talk to your training specialist to register your new employee in the first available New Employee Orientation.

2. Stay connected with your new employee between the offer and the start date by providing access to online trainings or any other pertinent information required before arrival.

3. Ensure timely submission of the SAAR to Security and OCIO and prepare the new employee's work station.

Step 2: The First Day

1. Welcome the new team member. Discuss the agenda for the day and provide guidance on organizational procedures and required paperwork. Introduce him/her to agency leaders, if possible.
2. Provide a tour of the facilities, including any common access areas such as the cafeteria, gym, convenience store, etc.

Step 3: The First Week

1. Introduce the new employee to other members and stakeholders of the organization.

2. Discuss administrative matters, time and attendance, , safety and emergency management procedures, computer accessibility, and network awareness.

Step 4: The First Month

1. Discuss performance expectations, Individual Development Plans, mandatory trainings, etc. Provide verbal and written instructions and feedback.

Step 5: The First Six Months

1. Review the new employee's achievements, performance, trainings and challenges.

2. Discuss mid-term ratings, provide verbal and written feedback, and set goals and performance expectations for the next 6 months.

Step 6: The First Year

1. Provide formal and informal feedback throughout the year and solicit feedback from your employee. At the annual performance evaluation, re-visit your employee's achievements, performance, trainings, and challenges.