

Upgrade Your Onboarding

The value of and techniques for modernizing your onboarding process

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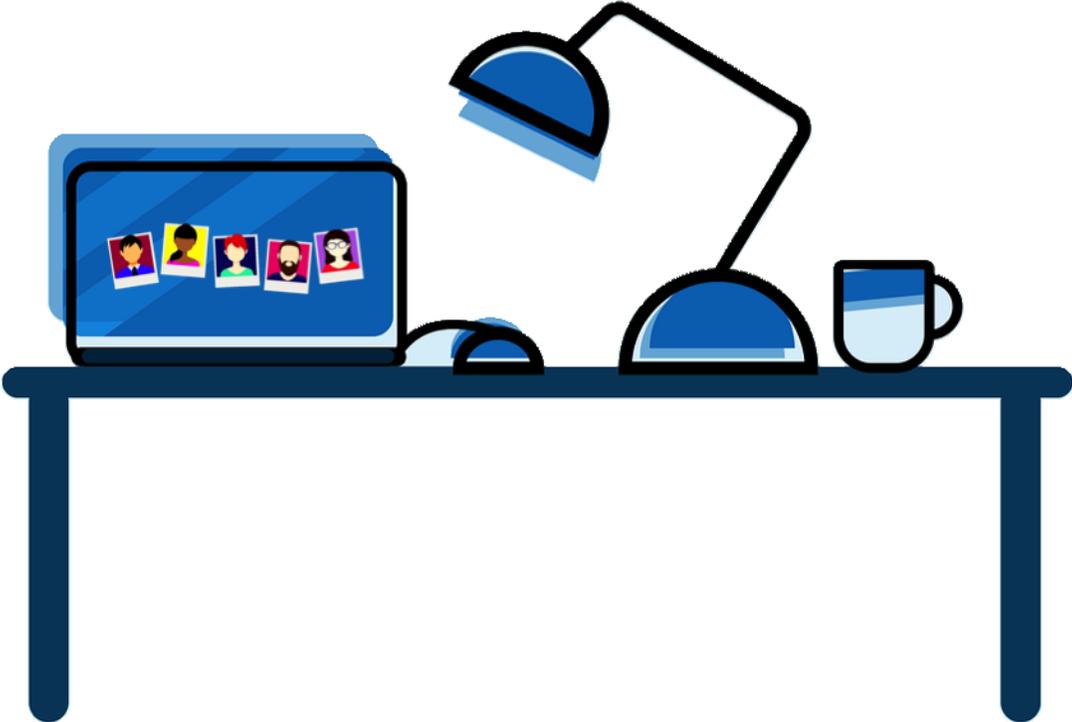
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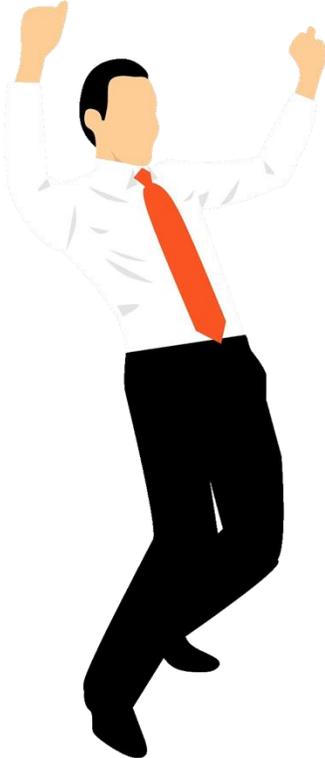
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Onboarding Today



In today’s job market, it’s all about the job seeker. Digital recruiting tools like job boards have made it easier than ever to find open positions, and even Google is participating in job-hunting world by incorporating job posts directly into their search results. All it takes is a simple search to find dozens of opportunities. With so many options for job seekers, it’s up to employers to make sure that their hiring experience is attractive to job-seekers from start to finish.

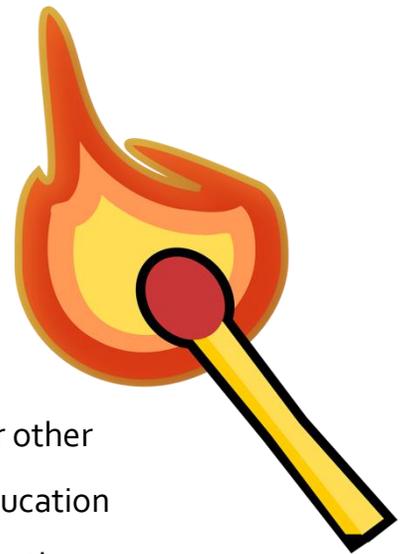
We’ve said it before: an attractive and seamless online application can help employers engage job seekers and thus find more candidates. It’s also important to make sure that the rest of the hiring process is equally impactful – all the way through onboarding.

So, how effective is your onboarding? Is it easy for new hires to submit their payroll documents? Can they identify with your company culture as soon as they get a job offer letter? **33% percent of new employees begin looking for new employment within the first 6 months** with a company – and this isn’t just the millennial crowd. To improve retention and keep your new hires from hopping to a new job, the onboarding process should be *transformative*. Right away, it should be your mission to convert new workers into full-on **believers** in your company’s mission.



Burn the Pages, Cook the Book

Too often, onboarding is relegated to large envelope full of confusing forms and a friendly letter from HR saying, “get back to me when you’re done.”



Your new employee took their valuable time to fill out a job application online – time they could have spent searching for other jobs. They’ve already entered their address, work history, education history, and answered all the qualifying questionnaires you’ve thrown their way. Don’t make them provide this information all over again, and certainly don’t force them to do it all by hand.

Paperless onboarding retains employee information, copies over the necessary pieces, and only asks for what you need. It’s also important that new-hires aren’t left to navigate the world of digital forms alone. The process should be user-friendly with clear labels and specific instructions. And remember, in addition to your internal paperwork, your new hire will be filling out state and federal documents that cannot be altered. Look for online systems that help your onboarding remain compliant with state and federal standards.



Finally, don’t keep the purpose of each form from the hire. Be transparent and informative about what your onboarding forms do and why you need them.

[Click here to learn more about how Pre-Select’s Applicant Tracking System can help you go paperless.](#)

Ready, Set, ENGAGE!

Yes, it's been said a million times – engaging your new hires is important. But what does this buzzword *actually mean*? Engagement is simply actions you take that *transform* the new hire from a regular old employee into a proud member of your culture. So, what are you doing to inspire a sense of belonging?

Cultivating enthusiasm about your company, its leadership, and its mission begins at onboarding. Only half of employees feel inspired by their company's leaders. In many cases, they don't even know who the leadership is. Knowing who the leaders are and their vision for the future of your organization cultivates engagement. Send a personal welcome-aboard letter and describe your company's goals and how the new-hire can help you reach them.

Now that they have an idea where they fit into the larger picture, how soon are they in touch with other people on the team? It's important to encourage other employees to make themselves immediately available *before* the first day to help with any questions the new-hire may have. Assign your new hire a buddy, or make sure their manager *is* a buddy at least though onboarding. No matter who the contact is, it's important that there is someone from your company actively reaching out.

Engage in 3...2...1...

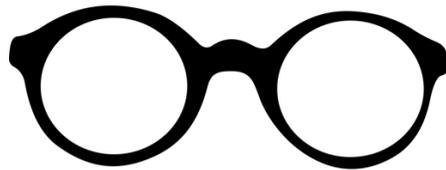
1. Have Enthusiasm About Your Brand
2. Communicate Leadership's Vision
3. Meet n' Greet ***Before*** Day One



SWAG 2.0

Want a happy hire? Give them FREE STUFF!!! But don't just give them a cool pen. A gift from your company should be a piece of your culture, a rite of passage, and it should tell a story. Take this example from Warby Parker:

"Warby Parker provides a physical welcome packet on the desk of every new employee that includes a number of items important to the company history: a copy of Jack Kerouac's "Dharma Bums" (because the company was named after Kerouac characters); an army supply notebook to take notes as the new employee learns about the company; gift certificates for a free eye exam, glasses for themselves, and another to give as a gift; Martin's Pretzels because the four founders always ate them when starting the company, and a gift certificate to a Thai restaurant because, when the company was getting started in Philadelphia, the only place that was open late at night was a Thai restaurant." – Bryan Brukhart, NY Times.



Not only is your new employee happy to have cool new stuff, but they also have a tangible bit of your history and culture. They've officially been branded as "one of ours," and if you do this right, they're probably thrilled about it.

By making your onboarding simple, engaging, and rewarding, you're not only improving your retention; you're also laying the foundation for a better worker who loves their job. A happy employee is a productive one, and it all begins with how you hire.

Don't forget compliance and reporting! In addition to submitting the most recent I9 and W4 forms, employers must provide insurance exchange notices to each new hire.

Fair Labor Standards Act Advisor

Fair Labor Standards Act Toolkit

New Employee Forms Toolkit

EEOC Regulations

FCRA Guidance for Background Checks

2018 W4

2018 I9