Talos360

The power of onboarding

By Frank Allen

The necessity of onboarding

93% *Of employers believe a good onboarding experience is critical in influencing a new employee's decision whether to stay with the company*

CareerBuilder

We've probably all experienced poor examples of onboarding. From feelings of isolation on that first day, sitting alone in reception waiting an age for your manager to come and collect you, to realising within the first 10 days of your new role that you'd been sold a totally different job to the one you'd applied for.

Of course, for every bad experience, there'll be scores of good ones too. The point is onboarding is an absolutely crucial component of recruitment, and not only recruitment but retention too.

But what is onboarding? It can be an overused phrase in the HR world, and one that can be reduced to the purely 'practical' element of securing new talent. But it's more than that…

Here's our definition:

'Onboarding is a mixture of obligatory employee checks such as Right to Work, contracts and references, alongside proactive communications that engage the new employee, giving them the best possible chance to succeed in their role.'

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What is an appropriate onboarding timeframe?

This is a question we're always asked. And a valid one at that. How long should the onboarding period last? The general consensus is from the job offer date to the first three months of employment. However, many companies now acknowledge that this onboarding process covers the entire first year of employment. But, whatever your internal definition, the beginning of any employment journey is vital in ensuring the long-term success of the people you hire.

Why the focus on onboarding?

Without a robust onboarding process, you face the risk of candidate flight, or in other words, candidate drop-offs. There's also the possibility of disengaged new starters, and let's not forget the possibility of facing legal consequences if the right checks haven't been managed correctly.

Get onboarding right, on the other hand, and you'll increase the number of successful hires, you'll immerse individuals into your culture, you'll align them with your vision and values, and dramatically increase their speed-to-competency.

The sooner these things happen, the more chance you have of retaining your new hires long-term, thanks to high engagement and satisfaction levels. And, of course, it goes without saying that onboarding should be the time you ensure all the necessary legal checks and measures are undertaken to ensure you remain a legally compliant employer.

In essence, onboarding should be integral to the candidate experience and create a positive first impression of their career with your company.

'Pay attention to your culture and your hires from the very beginning.'

Reid Hoffman

Co-founder, and Executive Chairman of LinkedIn

In this guide, we'll go through exactly what makes for effective onboarding by investigating the following:

✓ What makes for effective onboarding

✓ The first step: Preboarding

✓ The importance of communication

✓ The necessity of providing clear guidelines

✓ The importance of human interaction

✓ Making new hires feel welcome

✓ Making training an ongoing process

✓ Aligning employee and company values

✓ Using tech to improve onboarding

✓ In-person vs remote onboarding

Throughout these topics, we'll share our thoughts, ideas, and knowledge on how to practically onboard your new starter while engaging them and immersing them into your workplace culture.
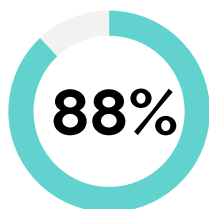
What makes for effective onboarding?

Don't improvise

When it comes to onboarding, don't improvise. Instead, structure your process, whether onboarding remotely or in-person.

58%

of new hires are more likely to be at the same company three years later if they complete a structured onboarding process.

Wynhurst Group

88%

of employees believe that employers could improve their companies' onboarding programs

Gallup

With a well-structured onboarding program, you can achieve the following:

Improved employee engagement

Ongoing employee engagement is crucial when you consider just how quickly a new starter can become disengaged. If the new starter has had a poor onboarding experience, disengagement will start right from day one.

Increased likelihood of retention

A Gallup fact: Did you know 87% of highly engaged employees are less likely to leave their roles? Conversely, according to Indeed, an unstructured onboarding program where new starters don't receive the proper information increases the likelihood of churn by 11%.

Strong company culture

A structured onboarding process will induct new starters to your company culture, assimilating them, welcoming them, and giving them a chance to see where they fit into your culture and how they'll contribute.

Increased productivity

Employee productivity is sometimes considered a negative phrase, but it's what we employ people for; we hire them to do their jobs and to be productive. A structured onboarding practice will highlight new starters' goals, roles, and targets appropriately – all with the aim of maximising productivity. *When you have a productive workforce, you'll generally have a happy workforce.*

Positive experience

A good onboarding experience will ratify the new starter's decision to join your company. It will help reduce the anxieties, stress, and the emotional upheaval of leaving another job to come to you.

The 1st step: Preboarding

First and foremost, a robust and structured onboarding process is necessary to ensure you, as a business, and your future employees feel secure that you've made the right choices in choosing each other.

Onboarding can't be skimmed over; if it is, it doesn't work out well for either the business or the new starter. Indeed, such is the current state of the recruitment world; structured onboarding has never been so important.

With uncertainty all around us, both from a business and a candidate perspective, we're all looking for a modicum of security. To provide it, let's start at the beginning...

65% of employers reported hiring people who didn't show up on their first day

360 Learning

Preboarding: An onboarding necessity

It's no secret that hiring the right talent is difficult which is why preboarding is an onboarding necessity. But what exactly is preboarding?

'Preboarding can be defined as the period between accepting an offer and the onboarding process proper.'

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Most companies will use this stage as its digital bridge between recruitment and employment, taking care of the necessary paperwork and checks and measures before a new starters first day.

Examples of digital bridges:

|	
Right-to-work checks	Professional checks
DBS checks	Previous employment checks
Education checks	Onboarding microsites

However, preboarding should be important for all businesses. It's a time where companies can invite new starters into the office to meet future colleagues or invite them to a company event to get to know future colleagues in an informal setting.

Where most companies go wrong at this stage is to make preboarding a time-saving exercise. And while it's good for the employer to get all the right checks in place before a start date, will limiting preboarding to background checks make your business stand out? Will it breed trust and loyalty?

Good recruitment is all about building relationships. Having the necessary background checks done and dusted and the contract signed and sealed before your new starter walks through your door is good. But preboarding should be about energising the new starter before they begin while ensuring your they're insulated against either a counteroffer or a better job offer from another company.

In a nutshell: A good preboarding stage should seek to be practical, while engaging and supporting the new starter.

Here's a snapshot of preboarding done well:

64%
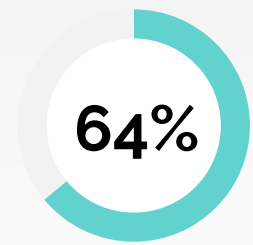
of new hires receive no preboarding experience

TalentTech

Streamline the admin

Remove the admin from an employee's first week by getting digital checks out of the way in the preboarding phase.

Buddy-up

Assign your newest hire a 'preboarding buddy' so they always have someone to lean on for questions, queries, or even if they just want a chat – *An absolutely essential part of the preboarding and onboarding process.*

Communicate

Everyone likes to be kept informed and updated – especially if they've just 'gambled' on beginning a new position with your company. Regular updates will allay new starter fears, making them feel part of the team even before they start. With an onboarding microsite you can showcase your company's values excitingly through short videos and staff testimonials.

Be crystal clear

Ensure your new hire has everything they need for a successful first week, such as a comprehensive first-week schedule and access to pre-start training. The first day can be overwhelming – make new starters feel 100% part of the team before they've even begun.

Importance of communication

Communication is the most vital component of any recruitment campaign. Communication can be the difference between hiring or losing the candidate you want. Indeed, failure to properly communicate at the onboarding stage of recruitment can cause three considerable headaches.

85%
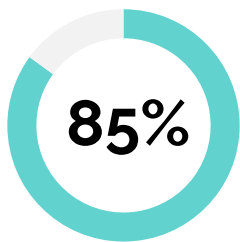
of employees are most motivated when internal communications are effective

Trade Press Services

Impact of poor onboarding comms:

1 - No-shows

Failure to keep in communication could potentially lead to no-shows – candidates who accept the role but don't start. Can you really gamble with talent that has cost you time and money to attract, engage and hire? So, keep up the communication and make them feel secure. Don't abandon them the minute they've agreed to join – especially since they're likely to receive a counteroffer from the company they're leaving. Communicate, communicate, communicate – that way, you can identify any danger of a counteroffer and negate it, securing your talent.

2 – Long-lasting damage to your brand

A pretty obvious point, really. It doesn't say much for your brand if you leave your new starter high and dry after they verbally agree to join. If you do, they'd be forgiven for backing out quick sharp!

3 - Future disengagement

With the UK churn up at 35%, can you afford to be flippant regarding communication? Keep the lines of communication open, make your new starter feel welcome, and make them feel like they've made the right choice.

Ensure onboarding communications are personalised

There are many ways to personalise the onboarding process, from individual welcome packs filled with goodies to personalised mugs, chocolate, you name it, companies have done it.

However, most important of all is personalised communication. Before your new starter begins, take advantage of onboarding microsites that allow you to personalise new employee communication with every detail your new starter needs to know before joining you.

Providing clear guidelines

As a species, we're always somewhat trepidatious whenever we start something new. It's good to have nerves. Ask any athlete. However, that doesn't mean we forsake new starters and let them get on with it. Instead, employers must provide clear guidelines to new starters regarding their responsibilities.

49% of employees who failed to reach their first performance milestone had no official onboarding instruction

SHRM

Providing clear guidelines on their new role will effectively eliminate the likes of:

Nervousness

Imposter syndrome

A feeling of insecurity

Feelings of isolation

Nervousness, imposter syndrome, insecurity, and isolation can all be hallmarks of a new starter. But they don't have to be.

Instead, with proper support and encouragement, you can provide:

*An instant sense of belonging*

A sense of purpose

Assurance they're the right person for the job

With definitive instruction, guidelines, and communication given during onboarding, you'll eradicate these real issues for many new starters, especially those moving up the career ladder.

Importance of human interaction

In the office, new starters can take an office tour and meet colleagues. However, if you're onboarding remotely, you'll have to think outside the box and compensate for the lack of human interaction.
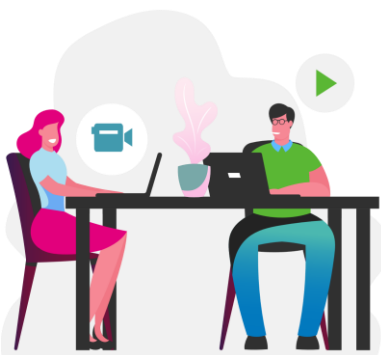
52% of managers report that candidate engagement is the biggest concern in remote hiring

FinancesOnline

Assign a welcome buddy

We've already discussed the importance of this point of contact. Assigning a buddy or mentor to your new starter can't be overestimated. Knowing that a colleague is a phone call away, contactable via email or instant message is vital and will make a world of difference to a remote worker. For remote workers, a buddy/mentor is even more important and it demonstrates care.

Introduce new starters virtually to the wider team

It's no secret that virtual team meetings can be awkward. Either people talk over each other, or no one talks at all. However, there is a happy medium. Let the manager take charge! If you're the new manager, introduce everyone, allowing them to introduce themselves, eliminating the possibility of either an awkward silence or a barrage of noise.

Get your new starter online as soon as possible

This is an obvious consideration, but it's surprising how often companies don't get the tech out quickly enough for their new starters. Ensure all the tech and necessary equipment arrives in advance of day one. If this is delayed, it doesn't send the right message and reduces speed to competency.

Schedule frequent one-to-ones between your new starter and their manager

You really can't underestimate the power of people interaction. And this goes for all remote, in-person, hybrid, or flexible employees – everybody, really. Regular catchups in the first few weeks will help new starters settle in, help focus their energy, alleviate their nervousness, if they have any, and help make them feel part of the team.

Making your new hires feel welcome

87%
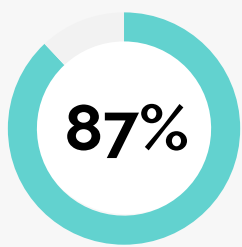
of organisations that assign a buddy during the onboarding process say it's an effective way to speed up new hire proficiency

Zavvy

Whether in-person or remote, onboarding is about making new starters feel welcome. And there are plenty of ways to do this.

Announce new starters in company and group channels

One way to help settle in new starters is to introduce them via whatever other means of internal communication you use. What will they be doing? Which department they'll be working in, their interests and anything that'll help break the ice.

Encourage employees to connect with new starters on LinkedIn

Make new starters feel part of the team immediately by connecting with them on LinkedIn – expand your network and theirs in one swoop.

Set up meetings with team members to help foster connections

Quality time set aside during the busy working day to establish one to one relationships works wonders. It helps settle new starters immediately, helping them form relationships, connections, and a shared purpose with their colleagues.

Regularly check-in

It goes without saying that regular check-ins with your new starter are a must. Online or in-person, it doesn't matter - just make sure it's regular during those first few months.

Make your new starter feel at home

Even if they don't want a brew, a cuppa, or whatever you call a hot drink in your office, the fact that you've asked will make a new starter feel welcome and part of the team – especially if you've asked as part of the wider round!

Prepare your team for how you see the new hire fitting in

One element of onboarding that's often overlooked is preparing your team for the newcomer and outlining their roles and responsibilities. This is particularly important if it's a new role. Your team will want to know that they're still valued, and that the new starter isn't coming to replace them, take their work or affect them other than in a positive way. If it is a negative, that needs addressing, too.

Make training an ongoing process

Perhaps surprisingly, many employees only experience formal training during their onboarding phase. But to get the best out of your employees and enhance engagement, training should be an ongoing process, not merely restricted to onboarding.

Training Considerations

Compliance training

Let's start with an obvious one. Most industries have some level of compliance, especially if yours is an industry that's heavy on compliance with all its nuances. In such an environment, regular compliance training should be a necessity.

Safety training

If you're in an industry/sector that requires a lot of health and safety instruction and adheres to health and safety procedures, then you will be familiar with the requirements. But even for sectors outside of highly regulated industries, there are opportunities for safety training and occupational health considerations.

Technical and product knowledge training

Again, it depends on the industry. But if you've hired someone who fits the bill but is lacking experience in the systems you use, consider a tailored training guide, or sit them with a buddy. These deliberations should be considered before your new starter walks through the door.

Skills development

Perhaps due to the well-documented UK skills shortage, you've had to make concessions to get your new starter through the door; maybe they lacked the exact skills you required, but you saw the potential and decided to hire them anyway. If that's the case, you need to ensure that they receive the right skills development from experienced colleagues to ensure that their aptitude is nurtured.

Ongoing L&D programs

For most employees, continuous L&D is vital to employee happiness. Therefore, make it part of your ongoing employee commitment. First, make your new starter aware of your commitment to L&D, ask them where they feel they need training, and ask if there are areas they'd like to upskill in? If you've hired on potential rather than qualifications, L&D is a vital component of bringing your new starter up to the level you require.

68% of HR professionals are investing in training and L&D to reduce employee turnover

Talos360

Aligning employee and company values

According to AIHR, 89% of organisations have an employee onboarding process that lasts up to three months. However, to achieve full potential, this process can take up to a year. This indicates just how important onboarding is to a company's equilibrium.

Clearly, the first six months are vital, and if your current onboarding program comes below this threshold, here are several considerations that may help you improve your process.

Keep your employees' work engaging

At Talos360, we've lost track of the number of times we've heard of new starters beginning a job, and either it wasn't what was depicted to be, or they've been stuck with the jobs no one else wants to do. It's difficult to find and hire great people; don't make it twice as hard by neglecting your talent once you've ushered them through the door – if you do, they'll be out like a shot.

Put yourself in the shoes of your new starter, trust them, give them something they can sink their teeth into, and you'll reap the rewards. New starters bring fresh perspectives, impetus, and zeal to a company – don't quash it within the first six months.

Give employees clear direction on expectations

Setting employee expectations is a fine art. For example, you want your new starter to contribute long-term. However, there must be a realistic understanding that your new starter will take time to get up to speed.

Could an onboarding program under six months be too short to help the new starter fully bed in and get to grips with your company, the job, and the role expectations? Setting realistic expectations is vital. Consider the time it should take for a new starter to get up to speed and remember that this could differ with each new starter.

Encourage decision-making

Encouraging decision-making is crucial to giving new starters a sense of credibility, trust, and job satisfaction. Again, the level of decision-making is dependent on the individual. Read each situation on its merits since one new starter will not be the same as another, each bringing different skills and areas of expertise.
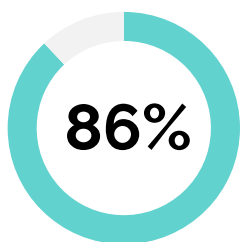
Support employee growth

Supporting and encouraging employee growth isn't just for new starters. It's for everyone. If this is entrenched in your company, trust us, your new starters will stick around.

69% of employees say they'd work harder if they were better appreciated

HubSpot

86%

of new employees decide whether to stay with a company within the first six months

SHRM

Treat your employees fairly

Treating everybody with fairness must be high on your agenda. If you save special treatment for a segment of your organisation, your new starters will become disengaged and either leave or lose the motivation to be a productive member of the team.

Recognise and reward your employees

Recognition goes a long, long way to employee satisfaction. At Talos360, we have quarterly awards for each core value of our organisation, where we celebrate individual contributions to these values of collaboration, success, simplicity, and creativity.

Employee recognition helps contribute toward employee satisfaction, employee happiness and, subsequently, employee retention.

Enhance your company culture

Each person brings their own unique contribution to a company, and when combined, shaped, and formed by your company values, mission and vision, your people curate the company culture.

Allowing people to express their ideas, recognising success, supporting autonomy, and providing constructive feedback helps enhance your company culture, lower employee churn, and improve retention.

Provide clear and constructive feedback when required

Constructive feedback isn't everyone's cup of tea. In fact, it's amazing how many people shy away from any feedback, let alone the constructive kind. However, constructive feedback given without destroying confidence and with the purpose of development is just good management.
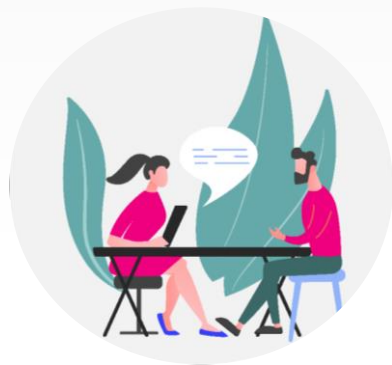
No one is perfect and your new starters will make mistakes. It's up to you to guide them through these first few months, and if that means providing constructive feedback, then do it. If it's delivered well, your new starters will not only appreciate it, but they'll also benefit from it too.

In-person
VS
Remote
Onboarding

➕ In-person pros

Meeting people face to face

There's really no substitute. We've all become accustomed to Microsoft Teams meetings, and while this has become 'normal', if we're honest with ourselves, it's not a natural substitute for face-to-face meetings or collaboration. Frankly, it can be awkward – so there's good reason to make, at least, that first team meeting, one that takes place in the office.

Working environment

This is an important one, especially for hybrid working scenarios. As an employer, you want people to be comfortable within the office environment. In the office, new starters will get to know colleagues, sample the culture, and quickly align themselves with your vision, mission, and values. In a hybrid working model, getting new starters into the office on the first day is crucial. In fact, we would argue the same for fully remote workers, too, within reason, of course.

Guidance

Everyone has questions in the first few weeks of a new job. It's pretty natural. And it's easier to ask a colleague than to reach out on Microsoft Teams to colleagues you really don't know yet.

➖ In-person cons

Hybrid/remote working

We've already mentioned this in the pros. However, it can easily be a con too. Why? Well, if you've committed to fully remote working like many businesses have, is it practical for someone from London to come to your office in Belfast? However, we would argue that some consideration should be given to paying for travel so your employee can connect with colleagues face to face in those first few days if it is geographically possible.

Information overload

Have you ever had an experience of a feeling of information overload? And whatever you've been doing, you've had to take a break?

The same can happen with in-person onboarding if you're not careful. Documents, guides, new faces, a new role, navigating a new office environment, and working out who's in charge of the tea and coffee can be a lot to face on the first day.

Frustrating experience

If you're not 100% on it, the first day for a new starter can be extremely underwhelming. You've sold them a brilliant EVP, you've marketed them your company mission, vision and values, and then they rack up at the office, and they're left for 45 minutes in reception. That's not a good start, and it'll likely colour the rest of your new starters stay with your business. *Remember first impressions count.*
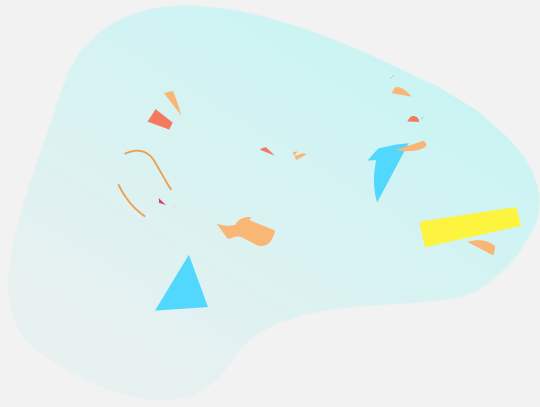
➕ Remote pros

Can happen anytime

The beauty of remote onboarding is that it can happen at any time and in any place. It doesn't need to wait for a new starter's first day and thus overload them, as we've already discussed.

Preboarding

In theory, this can happen before in-person onboarding, too. But it's a definite pro of remote onboarding. Why? Because companies that operate fully remote are more au fait with remote onboarding set-ups. This means Right to Work docs, background checks, reference checks, contracts and finally, hardware are all sent out in lieu of day one. So, the new starter is ready to succeed from the very first day.

Better for fully remote new starters

Again, we've already touched on this. It isn't practical to fly remote workers from London to your Belfast office. You've hired them remotely; why wouldn't you onboard them remotely?

➖ Remote cons

Harder to check-in and see if they're ok

This one is pretty self-explanatory, isn't it? They're remote. Of course, there is Microsoft Teams and there is Zoom – but they're no substitutes for face-to-face.

Company culture

For all the reasons we've already discussed, this is the potential banana skin with remote onboarding. Imparting your company culture is *essential* - to the extent that it'd be interesting to see the churn figures of fully remote employees vs. those in hybrid working.

Isolating experience

You've landed your dream job, you're excited to meet your new colleagues, and you're keen to get started. But your tech fails, the Microsoft Teams Meeting is glitchy, maybe your new manager is sick, and there's no one to fill in, or an online boarding pack hasn't been fully ensembled – the list could go on. It's understandable how remote onboarding could be underwhelming and somewhat isolating.
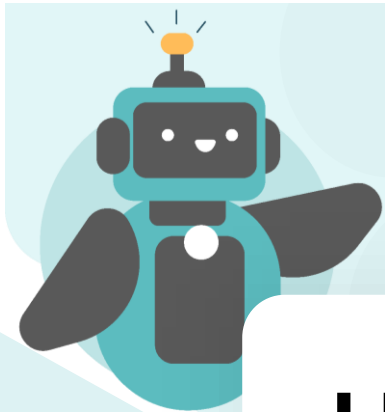
Using hiring tech to improve onboarding

Technology has a pivotal role to play in onboarding, and in particular, an applicant tracking system (ATS).

Good hiring technology should support every practical and communicative tip we've laid out in this guide, and appropriately utilised, an applicant tracking system will cover the whole spectrum of onboarding for you, making it supremely easy.

Here's how hiring tech and good applicant tracking systems can help facilitate your future onboarding:
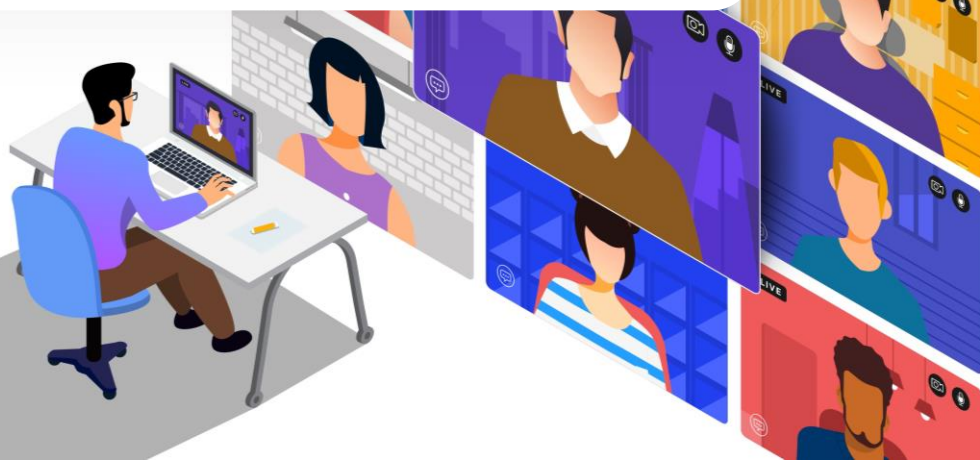
Onboarding microsites

Onboarding microsites are essentially mini websites which are dedicated to providing new employee information.

They're a relatively new addition to the HR tool kit – but they've been shown to be incredibly effective in improving new starter communications and engagement.

They work to enhance onboarding and engagement with your company - with the knock on effect of increasing speed to competency and improving retention.

These onboarding microsites also provide critical information to candidates as they start their employment journey with your company.

"One thing we absolutely love about Talos360 is the microsites."

Ellis Forshaw
Group Talent Advisor, Thrive Childcare and Education
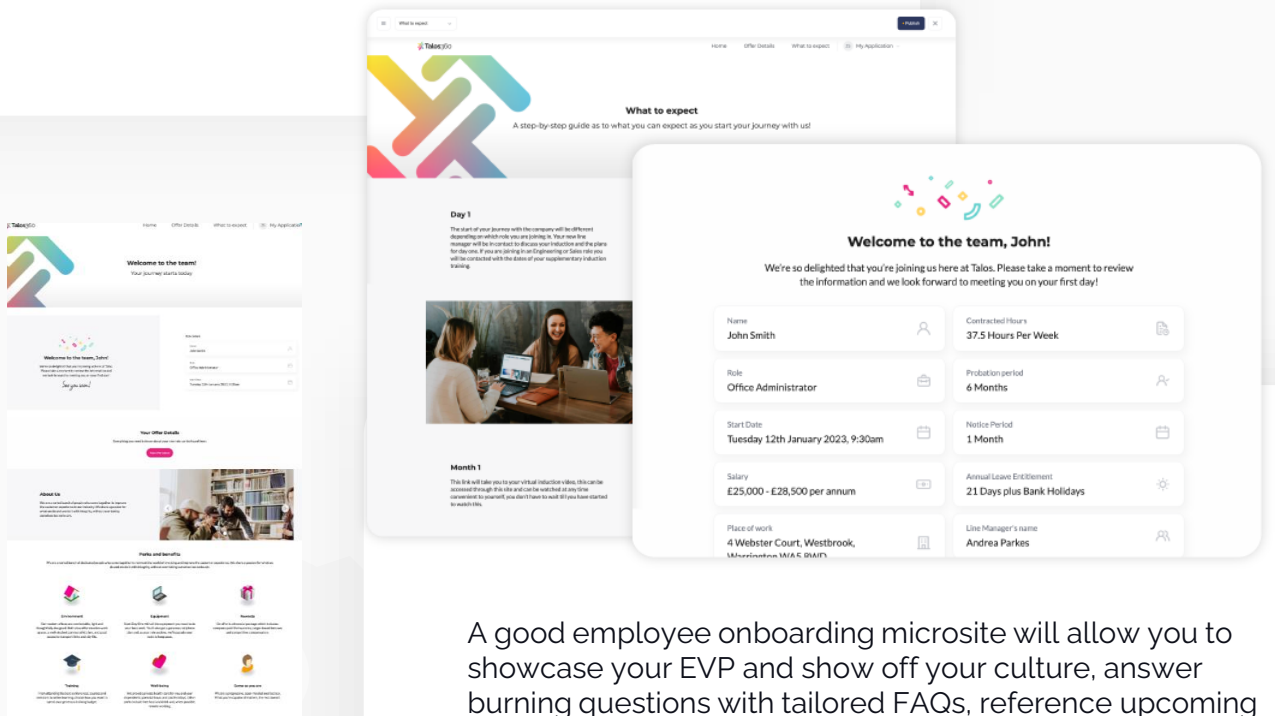
A good employee onboarding microsite will allow you to showcase your EVP and show off your culture, answer burning questions with tailored FAQs, reference upcoming social events, and whatever else you want to include to enhance the onboarding experience.

Advanced onboarding microsites even include a candidate portal which allows for dynamic personalised content.

With Talos ATS, your onboarding microsite will allow you to fully personalise these sites using the candidate's name, role and start date.

The Talos ATS onboarding microsites go one step further and also link to a personalised referencing portal, which allows candidates to nominate both personal and professional referees.

Practical documentation management

The most significant drain on time during the recruitment process is arguably the administrative side, while one of the biggest time savers during onboarding, and indeed cost savers, is hiring tech. Particularly tech which can centralise your documents in one place.

A crucial part of the 'practical' side of onboarding is ensuring you get all the proper documents to the candidate in good time – such as an offer letter or contract. Technology can also help you to ensure that your contracts are legally binding.

With the Talos ATS onboarding suite, our DocuSign integration will help you do that. With this integration, you can send multiple documents in an envelope, to be signed with a legally binding electronic signature, all with a complete audit trail within Talos ATS for process consistency.
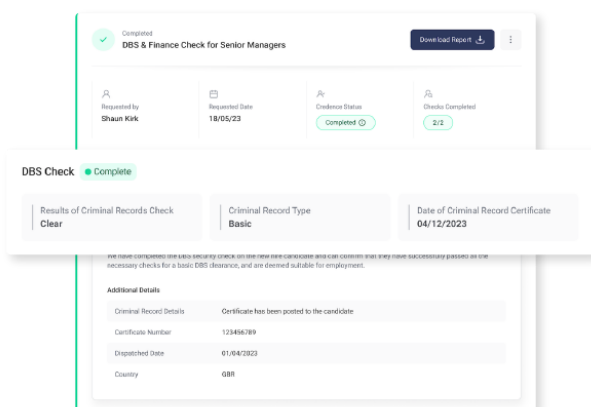
Background checks

A crucial element of the compliance side of preboarding is background checks. The necessary background checks you needs will differ depending on the sector you operate in and the job role you are hiring for.

These could span a slew of different checks, from previous employment checks, education checks, and professional credentials to DBS checks, criminal record checks and much more.

Talos ATS has an advanced integration with Credence, which makes background checks easy. With over 20 different types of background checks to use, complete with downloadable reports and a 'live' status report on each check administered, the practical side of preboarding can be completely covered.

Right to Work checks

The one background check that effects all UK employers is the Right to Work check.

Right to work checks are an essential part of the hiring process for UK employers, as these identify if a potential employee has the legal right to work in the UK.

Hiring software can make it easy for you to get the essential checks you need to ensure you're a legally compliant employer.
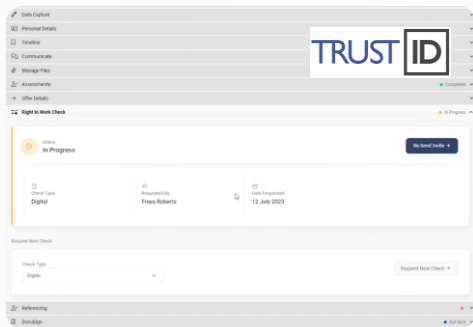
With Talos ATS, we have a popular integration with TrustID that lets you confirm your candidate's Right to Work status.

It provides easy compliance with the new government regulations, allowing your HR tech to deal with the Right to Work legislation.

Checks can be made remotely, on any device, simplifying the process for your hiring managers. You'll also get access to a team of industry-leading analysts on hand 7-days a week to establish eligibility to work and offer support and guidance.
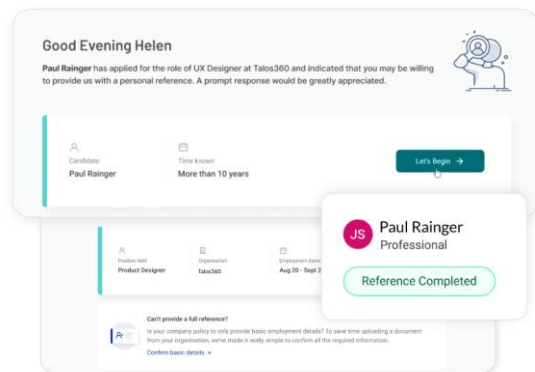
47% of businesses struggle with onboarding new employees

The Year of Access Report

Reference checking

Chasing references has always been a time intensive process for hiring managers.

With hiring software, both requesting and receiving references can be made much more manageable.

With Talos ATS, manually tracking references has been consigned to HR history books. Instead, you can request referee details directly from the candidate, who then sends them to their nominated referee/s.

This improves the candidate journey, makes it easy for referees to complete a reference, and, best of all, there's no need for you to manually intervene.

Integration with HR systems and payroll

Hiring technology can also streamline your onboarding process into the rest of your HR tech stack such as payroll systems, eliminating the need for manual data entry.

This allows for accurate data about your candidates to enter your HR systems, seamlessly transitioning them from applicant to employee.

Talos ATS is equipped with HR connect which integrates with a vast range of HR/LMS and payroll systems to streamline data exchange and enhance connectivity thanks to inbuilt APIs and webhooks.

People HR
- ✓ HR System
- ✓ Payroll

ELMO
- ✓ HR System
- ✓ Employee Engagement   ● Popular

Cascade
- ✓ HR System
- ✓ Payroll   ● Popular

Fourth
- ✓ HR System
- ✓ Payroll

Procure Wizard
- ✓ HR System
- ✓ Payroll

Adonis HR
- ✓ HR System
- ✓ Payroll

Talos ATS

Managing the candidate journey

Hiring tech is a great way to ensure a consistent candidate journey for your new starters throughout the preboarding process.

With overarching visibility over each stage of a candidate's preboarding requirements, it's easy to see which checks have been completed and those that haven't.
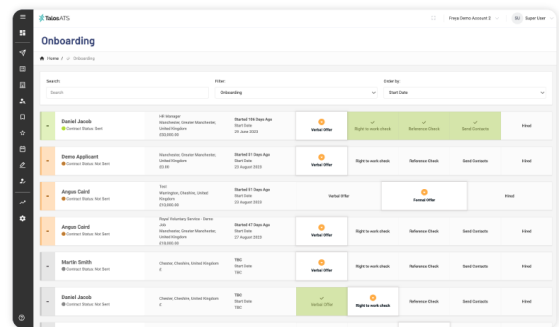
Talos ATS

The onboarding dashboard within Talos ATS gives you complete visibility on every candidate together with engagement scores based on their interaction with your onboarding microsite.

It's here that you can monitor the progression of your new-starters as they move through the compliance stages of your onboarding checks and measures..

Impact of Positive Onboarding

Long-term retention should always be your onboarding goal: Retention begins with recruitment.

By implementing a best-in-class recruitment onboarding experience and increasing retention rates, you can enable many potential benefits.

82%
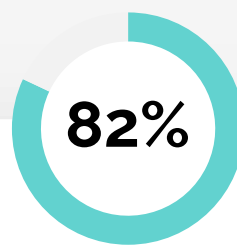
increase in retention is <u>possible</u> with a strong onboarding process

Brandon Hall Group Research for Glassdoor

Drive up employee engagement

If you keep your employees engaged, you'll keep hold of them. A good onboarding experience not only generate a positive first impression – it also sets them up for success in your organisation and impacts future engagement with their role.

Save HR valuable admin time

Recruitment costs time and money. Once you've got someone through the door – hold onto them: Onboard them properly, and you will.

Save line manager time

Speed to competency varies massively from role to role, but when you offer candidates an excellent pre-boarding experience, line managers don't need to spend as much time bringing new starters up to speed.

<u>Provide</u> a great employee experience

Onboarding is the gateway to your company. Do it well, and you'll see your retention figures climb.

Foster employee <u>expertise</u>

If you hire the best in a business, you naturally stand a better chance of flourishing. Great onboarding increases your ability to successfully hire the best talent. The more talent you have in the business, the more your employees can learn from and inspire each other.

Improve staff morale

New starters bring fresh energy to a team, along with new ideas, and perspectives. A good onboarding experience will help new starters to flourish while integrating your new team member into the wider team, building up overall employee morale and thus increasing retention.

Improve your revenue and ROI

Money, money, money – it makes the world go round. Or so the saying goes. But look after your people, and they'll look after you, and they'll look after your revenue. How? Because productivity soars when people are engaged. Onboard new starters properly, and you'll see positive ROI. It's as simple as that.

Top 10 onboarding tips to take onboard...

1. Ensure all questions/concerns are addressed in the preboarding stage

2. Get all your legal checks and measures in place

3. Use hiring tech to streamline checks and measures

4. Share essential new starter information to minimise dropouts and counteroffers

5. Introduce and immerse new starters to your company culture

6. Assign a mentor

7. Use an employee onboarding microsite to maximise engagement

8. Regularly 'check in' with your new starter to increase speed-to-competency

9. Enhance employee retention rates with ongoing L&D programs

10. Get feedback from recent hires to see how to improve your onboarding

In summary

And there you have it. An onboarding masterclass.

The most significant thing to remember with onboarding is that the talent at your business is your biggest asset. No matter what economic environment we're in, or what may be around the corner, treat your employees well, and your business will be well placed, whatever the economy throws at it.

HR's currency is people; the more you invest in people, the more successful the overall business will be.

Don't forget: Retention begins with onboarding.

To get free advice on your onboarding process and to get a personalised tour of our onboarding tech and microsites click the link below:

Find out more

"Talent is the multiplier. The more energy and attention you invest in it, the greater the yield."

Marcus Buckingham

Author of NYT bestseller: LOVE+WORK

How Talos360 can help

If you need any help with your onboarding strategy, candidate attraction, candidate management or employee engagement, then the team at Talos360 are here to help.

With our market-leading, award-winning people tech, we can save businesses time and money by improving people engagement and streamlining the entire candidate journey.

Free Recruitment Reviews

Talos360 offer free recruitment reviews that show how you can easily improve your hiring process.

Get your free review today and see how you can save on your recruitment costs.
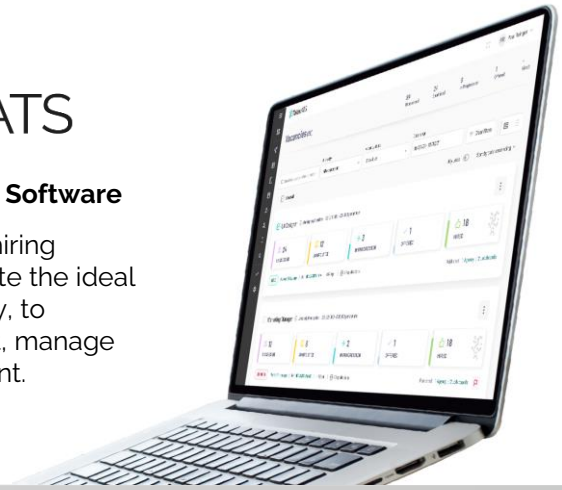
Find out more

TalosATS

Advanced Hiring Software

Streamline your hiring process and create the ideal candidate journey, to effectively attract, manage and onboard talent.

TalosEngage

Employee Engagement Platform

Unlock insights, improve engagement and boost morale with our intelligent engagement and workforce analytics platform.

TalosAttract

Candidate Acquisition Solutions

Create and distribute compelling recruitment advertising campaigns, making sure they get maximum attention from your ideal audience.

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