Guide To Employee Onboarding Programs

How To Engage New Hires From Day One
The business environment moves fast. It is constantly evolving. New technologies are introduced, processes are optimized, and better talent is acquired.

To keep pace with these changes and more, companies should look to evaluate their current strategies for long-term success.

An area often overlooked and undervalued is employee onboarding programs. When new employees come on board, they should be greeted with the tools and resources that will help them build long-term success in your company.

In this guide, we will explore strategies for building an onboarding program that will set all employees up for success.
WHAT’S IN THIS GUIDE

**BENEFITS OF ONBOARDING**
Understand the relationship between employee engagement, retention, and performance.

**COMPONENTS OF AN ONBOARDING PROGRAM**
From initial job offer to first months on the job, what should you absolutely include?

**ONBOARDING CHECKLISTS**
For everything from employee hiring forms to pay requirements to keep you on track.

**ONBOARDING WITH TECHNOLOGY**
How automated HR software can streamline onboarding from start to finish.
69% of high performing organizations begin onboarding before day one.

Aberdeen, 2016
The many benefits of having a strategic onboarding process cannot be overlooked. Onboarding helps welcome employees into the organization and set them up for success throughout their tenure.

In fact, according to the 2016 research study by Aberdeen, “An Employee-Centric Digital Workplace: From Onboarding Through Engagement and Retention,” 69% of high-performing organizations begin the onboarding process before day one.

Let’s explore some of the most impactful benefits of a successful onboarding program.

Benefits of Onboarding

- Engage employees from day one
- Encourage employees to take an active role in their career path
- Attract and retain top talent
- Boost productivity
- Improve communication between managers and their teams
- Achieve organizational objectives for growth
Components of an Onboarding Program

The same study from Aberdeen states that companies with a formal engagement strategy are 67% more likely to improve revenue per FTE year-over-year.

That should be enough of a reason to encourage your company to adopt an employee onboarding program to set you up for long-term success.
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Aberdeen, 2016
Many companies have some form of an onboarding process. But smart companies are continually evaluating their programs to identify how to make them better.

Depending on industry, company size, and typical roles within your company, components of the onboarding program may vary. But, one thing that all onboarding programs should have in common is that they promote long-term employee engagement and productivity.

Consider the following components to be included in your onboarding program to get started.
To attract the talent you’re looking for, your plan must start with an accurate, appealing job description. These are the components of a good job description.

- **Job Title**: an accurate, clearly defined job title.
- **Company Summary**: it’s sometimes nice to include a short paragraph on what your company does, why you stand out, and why you’re looking to fill this role.
- **Objective**: this is where you can say a little bit more about the purpose of this role and how it will fit into a specific department or the company as a whole; this can still be kept to a few short sentences.
- **Duties and Responsibilities**: this is a critical aspect of the job description to set up clear expectations for the new hire’s role; list the day-to-day responsibilities of this role, as well as a higher level goal of what you hope this role will achieve within the company.
- **Required Skills**: this should be specific; candidates should know exactly what skillsets are required to succeed in this role so they can determine if they are a fit.
- **Compensation**: not all job descriptions will specifically state the salary and benefits compensation, but in most cases they should; this is also a chance to stand out from competitors by offering competitive compensation packages.
When you’ve narrowed down your candidates and are ready to make an offer, make it one they can’t refuse. The job offer is one of the most important pieces of onboarding as it sets the tone for the new hire’s employment journey with your organization. An offer that is friendly and encouraging right off the bat will bring employees into an engaging, positive environment and set them up for success from day one.

Here’s what to include in the job offer:

- Job title
- Position start date
- Name and contact information of manager or supervisor
- Compensation details: hourly vs. salary
- Bonus or commission structure if it applies
- Next steps for proceeding with employment onboarding: i.e. filling out necessary forms and paperwork
- Encouraging note welcoming them to the team!
Best-in-class organizations are 50% more likely to enable employees to track their performance of goals by providing consistent feedback and assistance.

Aberdeen, 2016
Goals & Objectives

When a new employee comes on board, they can often be overwhelmed with information and unclear on expectations. Savvy companies set clear objectives from day one with goal planning meetings. In fact, best-in-class organizations are 50% more likely to enable employees to track their performance of goals by providing consistent feedback and assistance.

Managers, team leaders, or whoever will be directly responsible for the employee, should set aside time within the first week of employment to set clear goals.

The following are best practices for setting employee goals:

- Goals should follow SMART goals logic—Specific, Measureable, Attainable, Relevant, and Timely.
- Both personal career goals and goals as they relate to company objectives should be defined.
- Encourage employees to brainstorm on their own for what goals they hope to achieve.
- Set goals for the first 30-60-90 days of employment and then reevaluate to set future goals.
Finally, ensure that new hires have all the resources they need to get started on the right foot. Learning materials, employee handbooks, and other company resources will play a major role in setting new hires up for success.

These are the basic components of a strategic employee onboarding program built for success.

It is HR’s job to continually evaluate onboarding programs and collaborate with managers and other senior leadership to make them better. Engagement starts with onboarding, but should be encouraged and developed throughout an employee’s tenure in order to make a lasting impact organization-wide.
For HR, keeping track of all of the various forms and paperwork that must be completed before, during, and even after employment can be an administrative nightmare.

Use the following checklists to keep you on track when onboarding new employees. You can print these to keep as a reference.*

* Automate these checklists with onboarding software!
Employment Forms

Every new hire begins by completing the necessary paperwork required by state and local laws, federal laws, and even company policies. These forms should be collected before an employee’s first day whenever possible.

- **Form I-9**: must be completed within 3 days of an employee’s first day of employment
- **W4**
- State tax forms
- **NDA (Non-Disclosure Agreement)**
- Employee bank information for payroll
- Receipt of Employee Handbook (signed by employee)
Employee Pay Requirements

- Properly classify employees as exempt or non-exempt.
- Stay up-to-date on upcoming changes to FLSA requirements and ensure compliance of pay policies and procedures with federal and state laws.
- Set-up employee pay periods and ensure they are in accordance with state laws regarding wage payment timelines.
- Set-up employee payment methods-- i.e. is the employee going to take advantage of direct deposit?
Employee Policies & Procedures

- Employees receive employee handbook and confirm receipt of review.
- Employees receive proper training and resources upon the start of their employment.
- Ensure all company policies comply with federal and state laws.
Accelerating Onboarding With Technology

Onboarding, welcoming new hires into your company, training new employees for success. These are all essential to an employee’s first step working for your company. An expert onboarding program uses expert employee onboarding software to set employees up for engagement throughout the course of their career.
Employee onboarding software is how employers coach employees in a modern workforce. The benefits of onboarding new hires are realized much faster with technology that streamlines the process.

To demonstrate, here are three features of employee onboarding software and how they can be used to streamline the new hire onboarding process.
- Virtually accessible recruitment portal to aid in recruiting, screening, and hiring the best staff for your company and team.
- View all applicants based on certain criteria, such as degree, jobs applied for, or skill set.
- Move applicants through the hiring process within the system to keep team on track with follow ups, meetings, and decisions with the applicant.
- Automate offer letters and begin the onboarding process.
• Give employees the ability to change direct deposit information or add additional banks for distributing earnings to savings or other checking accounts.
• Employees can quickly access their virtual W4 that autopopulates with the majority of their information for more efficient filing.
• W4 is returned virtually so staff can easily file taxes without having to wait for a paper copy to arrive in the mail.
• Views set for managers and employees to easily track and manage the onboarding process from start to finish.
• Virtual checklist available to communicate tasks to different staff members based on your company policy in place.
• Automated reminders for admin and managers prior to new hire start date, such as sending an offer letter, requesting background check, setting up email account, or providing employee handbook.
• Automated reminders for new hires to complete tasks so they can onboard quickly and efficiently, such as proof of receipt of employee handbook, completing the I9 form, benefit enrollment, and any industry specific onboarding requirements.
To bring employees into your organization and set them up for success from day one, consider an automated employee onboarding software solution. Wouldn’t it be nice to create a culture of engagement from the get-go?

These platforms are robust enough to grow with your company, ensuring that you have the most effective program in place at all times.
Onboarding is critical to employee engagement, retention, and performance.

BeyondPay’s full-suite, scalable HR platform will allow you to onboard new hires and keep them engaged throughout their tenure.

Get in touch with us today to learn more!