



## 6 Onboarding Best Practices to Maximize Employee Engagement



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The onboarding process is a critical step in engaging, developing and retaining your new employees. Without a formal onboarding process, new employees feel unimpressed, frustrated and unsure of your expectations, ultimately resulting in a lack of engagement. Organizations with a standard onboarding process don't have these challenges, however, as they experience **54% greater new hire productivity**, along with **50% greater new hire retention**. They also find that a paperless onboarding system also cuts down on data input error and gets new employees into their job faster.



**Read on to find  
how your company  
can get started  
with onboarding  
best practices...**

# 1. Create a Great First Impression

New employees bring enthusiasm and excitement to their first days on the job. Create a great first impression by showing new hires that you're a technology savvy organization with a 100 percent paperless onboarding process. This will especially go a long way with Millennial workers that have been using computers since they were in grade school. When you automate the time intensive and manual paperwork process, you redirect their excitement toward on-the-job learning and get the employee into their job faster. **20 percent of turnover happens within the first 45 days**, so making a great first impression is crucial.



Automating onboarding tasks results in **18% greater achievement** of the employee's first performance goal.



You'll be less likely to lose upward of **60% of your entire workforce** within four years after implementing an automated onboarding system.

## 2. Immerse New Hires in the Company's Culture

Engaging new employees into the company's culture during the onboarding process is critical. **75% of employees voluntarily quit their job because of the poor company culture.** Your company's culture encompasses values that are unique to you, so it's important to share that with new employees. A positive company culture positively impacts retention.

Trust and productivity go hand in hand. When there is a lack of trust, there is a lack of efficiency. Building trust with new employees during the critical stages of onboarding can affect their quality of work down the road.



**85% of employees** report trust in their bosses is essential to successful workplace performance.



**8 in 10 employees** report that a high level of trust in other co-workers and managers fosters innovation and investment in new projects.



**Manager satisfaction increases by 20%** when their employees have formal onboarding training.

# 3. Save Time and Increase Productivity

With an automated onboarding system, new employees are able to get into their job positions and gain proficiency faster. An effective onboarding process will process new-hire paperwork and improve time to productivity.

A cloud-based onboarding system reduces the risk of clerical and data input errors. New employees will not be able to finish their online paperwork process until each field is filled out correctly. The result is a quicker and easier process to gather and store critical onboarding information.



**30% of businesses** who continually update their onboarding programs, are more likely to get new hires into their jobs faster.

# 4. Foster Collaboration and Mentoring Immediately

Creating a mentoring relationship between seasoned employees and new hires during the onboarding process helps clarify the expectations of engagement, productivity and quality of work. It not only gets the new hire acclimated into positive work styles, but also motivates the seasoned employee to promote positivity in the workplace.

While mentoring is a great process for teaching a new employee the ropes, idea sharing shouldn't just be limited to the mentor/new employee interactions. Employees need the opportunity to collaborate on projects or daily tasks. It allows them to view the task in a different way and feed off their peers to produce better quality work.



**37% of HR managers and employees** say that a mentor is the most important aspect of a new-hire orientation.



Employees who received mentoring were promoted **FIVE times more often** than people who didn't have mentors.



**97% of employees and executives** agree that the level of collaboration directly impacts the outcome of a task or project.



Firms using social collaboration software see productivity enhancement of **an average of 12.5%**.

# 5. Provide New Hire Performance Feedback

Setting expectations may start early on in the employer and employee relationship but in order to keep a pulse on performance those expectations or goals need to be revisited often. When you transition the onboarding process into giving timely feedback and aligning new hire goals with company goals, you will be able to build on employee strengths and identify opportunities for improvement.

Providing timely feedback during the onboarding process and beyond actively engages new hires and motivates them to work harder because they feel that their skills are being recognized early on and that they are making a strong contribution.



**43% of highly engaged employees** receive feedback at least once a week.



**78% of employees** said being recognized motivates them in their job.



**69% of employees** said they would work harder if they felt their efforts were being better recognized.

# 6. Develop New Hire Skills

If you want to move your new hires to peak performance, developing their skills needs to start during the onboarding process. When you educate your new hires about core competencies, you will not only expand the skillset of your workforce, but also increase retention and engagement.

When the skill gap is keeping employees from remaining engaged, it's time to improve workforce productivity by offering training that educates new hires on core skills and competencies.



**89% of new hires** say they do not have the optimum level of knowledge and tools necessary to do their job.



A 10% increase in workforce education level leads to an **8.6% gain in total company productivity.**

The onboarding process is a critical time for new hires. With effective onboarding practices, new hires will gain full proficiency in their job faster and remain with your organization longer. Onboarding starts on day one by making a great first impression with a fast paperless process for data collection and continues by monitoring performance milestones and developing skills to engage and retain top talent. When you utilize these onboarding best practices and start to integrate them within your organization, you will be able to develop and retain great employees.

## Contact Us Today

Whether you've never created an onboarding program before and need best practices or you're an HR professional who wants to ensure your onboarding is the most efficient that it can be, BirdDogHR can help. We're ready to partner with you for talent management solutions specifically designed to maximize employee recruiting, onboarding and retention. For additional information, send an email to [sales@birddoghr.com](mailto:sales@birddoghr.com).



BirdDogHR offers comprehensive talent management software and managed services — everything you need to guide the entire employee lifecycle. The cloud-based talent management system is straightforward and easy to use, so you can safely focus on implementing strategy — not learning new software or worrying it won't keep up with changing regulations. Managed services operate as an extension of your HR department and deliver the expertise and focus you need. Organizations can see ROI in effective growth management, bottom line results and compliance peace of mind. BirdDogHR specializes in high-consequence and government contracting industries because they have unique needs. Companies from other industries can use the BirdDogHR talent management solution — and they do — but the solution is built with the most rigorous compliance needs in mind. Visit us online at [www.birddoghr.com](http://www.birddoghr.com).

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