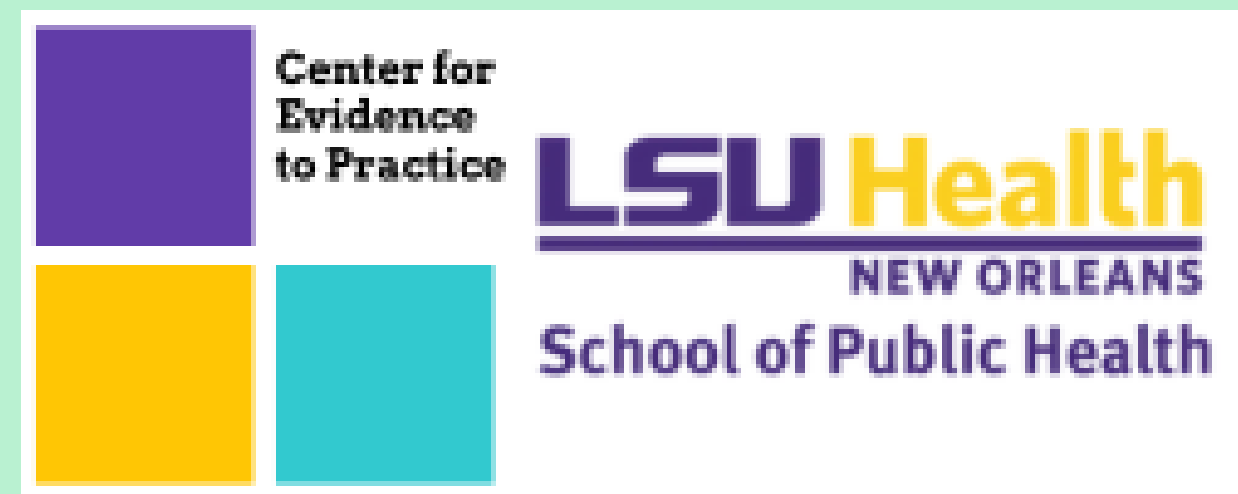


ONBOARDING

PRESENTED BY
HAYLEE MIDDLETON &
CAT POEHLING





AGENDA

APPROACHES AND TASKS FOR:

1. BEFORE THE START DATE
2. FIRST DAY
3. FIRST 90 DAYS



CONSIDER YOUR FIRST DAY ON A JOB



IMAGINE YOU WERE UNSURE
OF WHERE TO GO, WHO TO
CONTACT, OR WHAT TO
EXPECT

WHY FOCUS ON ONBOARDING?

A GOOD ONBOARDING PROCESS CAN:

- INCREASE ENGAGEMENT
- INCREASE JOB SATISFACTION
- INCREASE COMMITMENT
- BUILD CONFIDENCE
- IMPROVE PRODUCTIVITY

ONBOARDING CAN SIGNIFICANTLY IMPACT EMPLOYEE RETENTION, WITH STRONG ONBOARDING PROGRAMS INCREASING RETENTION BY UP TO 82%.

COMPONENTS OF A GOOD ONBOARDING PROGRAM

- PREBOARDING
- ORIENTATION
- TRAINING
- MENTORSHIP AND GUIDANCE
- INTEGRATION WITH THE TEAM AND ORGANIZATIONAL CULTURE
- ONBOARDING CHECKLIST
- MEASURING ONBOARDING EFFECTIVENESS





BREAKOUT!

Which factors are the most influential to set up new employees for success?



BEFORE THE FIRST DAY

After your candidate accepts the offer, send an email welcoming them to the team and detailing what is expected on them with a timeline for any items



WELCOME EMAIL

WHAT SHOULD A THOROUGH
WELCOME EMAIL INCLUDE?

WHAT DOES A NEW HIRE
NEED TO KNOW FOR THEIR
FIRST DAY?

FIRST DAY

SHARE AN ORIENTATION CHECKLIST

Give new employees a roadmap of their first 90 days.

- When and where they should report
- Dress code
- First day/week agenda
- Housekeeping information (lunch, what to bring)
- FAQ's
- Point of contact for questions





WELCOMING ENVIROMENT

Show them you care that they are there!



ORIENTATION & MENTORSHIP

Give an overview of the organization and make a plan for mentorship.

- Giving new employees an overview of the organization helps bring clarity to reduce confusion and guessing while fostering engagement
- Providing mentorship fosters a supportive environment, helps new hires acclimate more quickly, and enables them to build confidence and feel connected to the organization's culture and values.



FIRST 90 DAYS



**HOLD REGULAR AND
SCHEDULED CHECK INS**



**OBSERVE
PERFORMANCE TO
ASSESS NEEDS**



**PROVIDE ONGOING
TRAINING &
DEVELOPMENT**

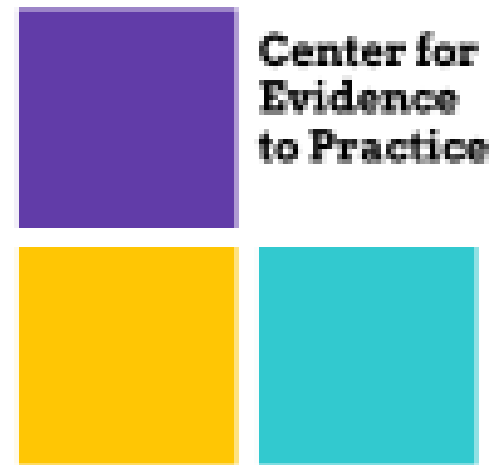


ASK FOR FEEDBACK

As you onboard your new team member, ask them for regular feedback about what they need and how you can improve the onboarding experience.



THANK YOU!



Center for
Evidence
to Practice

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NEW ORLEANS
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