# End the Administrative Burden of Onboarding

Leading organizations see onboarding as way to retain high-performers, reduce time to proficiency, and increase engagement. Unfortunately, many of the onboarding stakeholders (HR, hiring manager, and the new hire) are too overburdened with administrative tasks and paperwork to focus on high-impact onboarding activities that drive business outcomes.
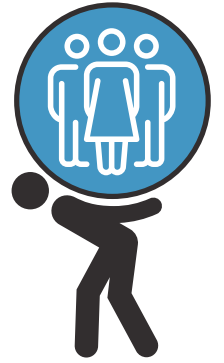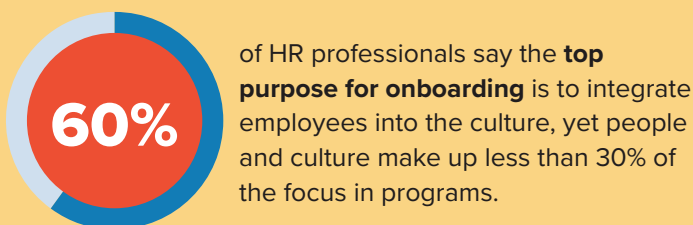
ONBOARDING OPPORTUNITIES
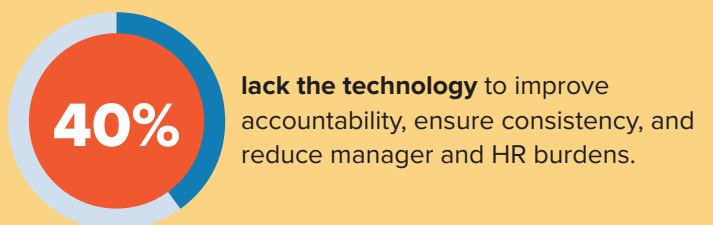
Onboarding practices are underutilized

76% of organizations report **onboarding practices are underutilized**.

Bandwidth is a barrier

57% of respondents say managers' **lack of bandwidth is a significant barrier** to better onboarding.

Lack of alignment between purpose and focus

60% of HR professionals say the **top purpose for onboarding** is to integrate employees into the culture, yet people and culture make up less than 30% of the focus in programs.

Technology is a barrier

40% **lack the technology** to improve accountability, ensure consistency, and reduce manager and HR burdens.

STREAMLINE YOUR APPROACH TO ONBOARDING

Paperwork:
There's a place for forms in every process, but it doesn't have to be with pen and paper. Look for technology solutions and start the process before the new hire's first day.

- First-day agenda
- Company orientation
- Rules orientation
- Resources orientation
- Forms with electronic signatures

People:
Focus on values, culture, socialization, and networks.

- Informal social events
- Group onboarding
- Buddy/ambassador assignment
- Senior leader exposure
- Team building
- Mentoring
- Meetings with stakeholders

Performance:
Give your managers the tools they need to establish expectations and regular check ins with their people.

- Job shadowing
- Training
- Check-ins with HR
- Customize onboarding to role
- Career goals discussion
- Coaching
- Expectations and feedback

MAKE NEW HIRES SUCCESSFUL

Build Teams
Don't let it all fall on your hiring managers; draft a cross-functional team from HR, L&D, and others to share the workload of onboarding new talent.

Enhance Consistency and Personalization
Organizations with consistent onboarding across the organization and custom content for specific roles are more likely to identify as employers of choice and have strong community reputations. HR technology can facilitate this aim.

Start Early
Pre-boarding after offer acceptance starts the paperwork sooner. This means more time can be spent on performance and people components on Day One.

Empower New Hires
Use HR technology platforms to minimize the administrative burden, facilitate learning, and free up resources to focus on people and culture.

HCI Human Capital Institute

SIGNATURE SERIES
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