

# NEW EMPLOYEE

## ONBOARDING



40%

OF TURNOVER HAPPENS IN THE FIRST MONTH



10%

OF EMPLOYEES LEAVE BEFORE THEIR FIRST ANNIVERSARY



91%

OF FIRST YEAR EMPLOYEES ARE RETAINED IF THERE IS A FORMAL ONBOARDING PROGRAM



50%

ARE RETAINED IF THERE IS NO ONBOARDING PROGRAM



# FIVE

## BEST PRACTICES

### 1 PLANNING AHEAD



- Send paperwork electronically
- Share information about the company
- Include a video
- Give survival information

Restrooms • Coffee • Lunch • Parking



### 2 INTEGRATE COMPANY GOALS & CULTURE



- Walk through strategic plans
- Connect them with key people
- Provide a mentor or go-to person
- Dive deeper into company mission
- Communicate high level information

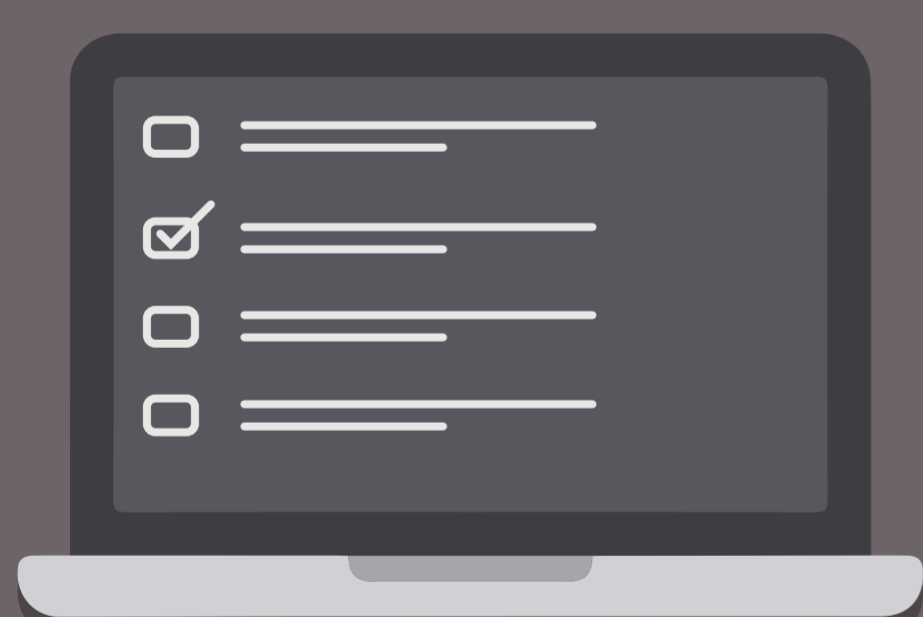
### 3 OUTLINE EXPECTATIONS, GOALS & SUCCESS CRITERIA



- Create 30, 60 & 90 day plans
- Schedule regular one-on-one meetings with direct supervisors



### 4 UTILIZE TECHNOLOGY & ONLINE TRAINING



- Use quizzes to evaluate areas of improvement
- Assign online training to develop soft skills & provide job related training
- Evaluate process of online training to identify gaps

### 5 INVOLVING MANAGERS



- Keep lines of communication open
- Encourage feedback
- Care and be involved



## NEED HELP WITH ONBOARDING NEW HIRES?

BizLibrary is a leading provider of online learning for growing organizations. Our award-winning microlearning video library engages employees of all levels, and our learning technology platform is a progressive catalyst for achievement.

By partnering with BizLibrary, clients are empowered to solve business challenges and impact change within their organizations.

