

eBook

Employee Onboarding 101

The EASIEST Employee Onboarding Guide EVER!

Don't let new employee onboarding get your overwhelmed.

Use this guide to make new hire onboarding easy and effortless for everyone involved!

www.usewhale.io



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Employee onboarding can be overwhelming for everybody!

We set out to make the **EASIEST** employee onboarding guide **EVER** to help HR Managers, Hiring Managers and Business Owners master new hire onboarding in just minutes!

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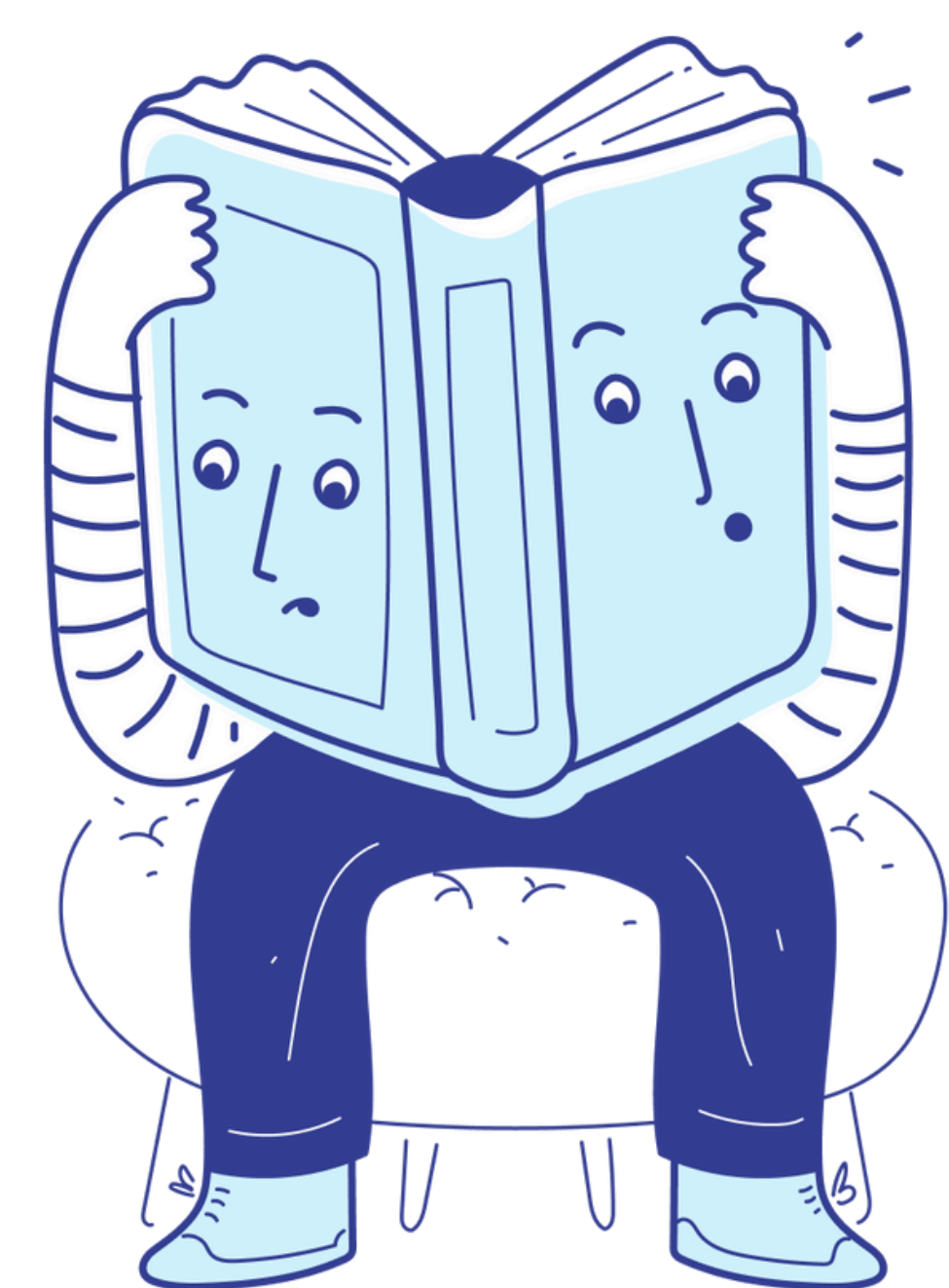
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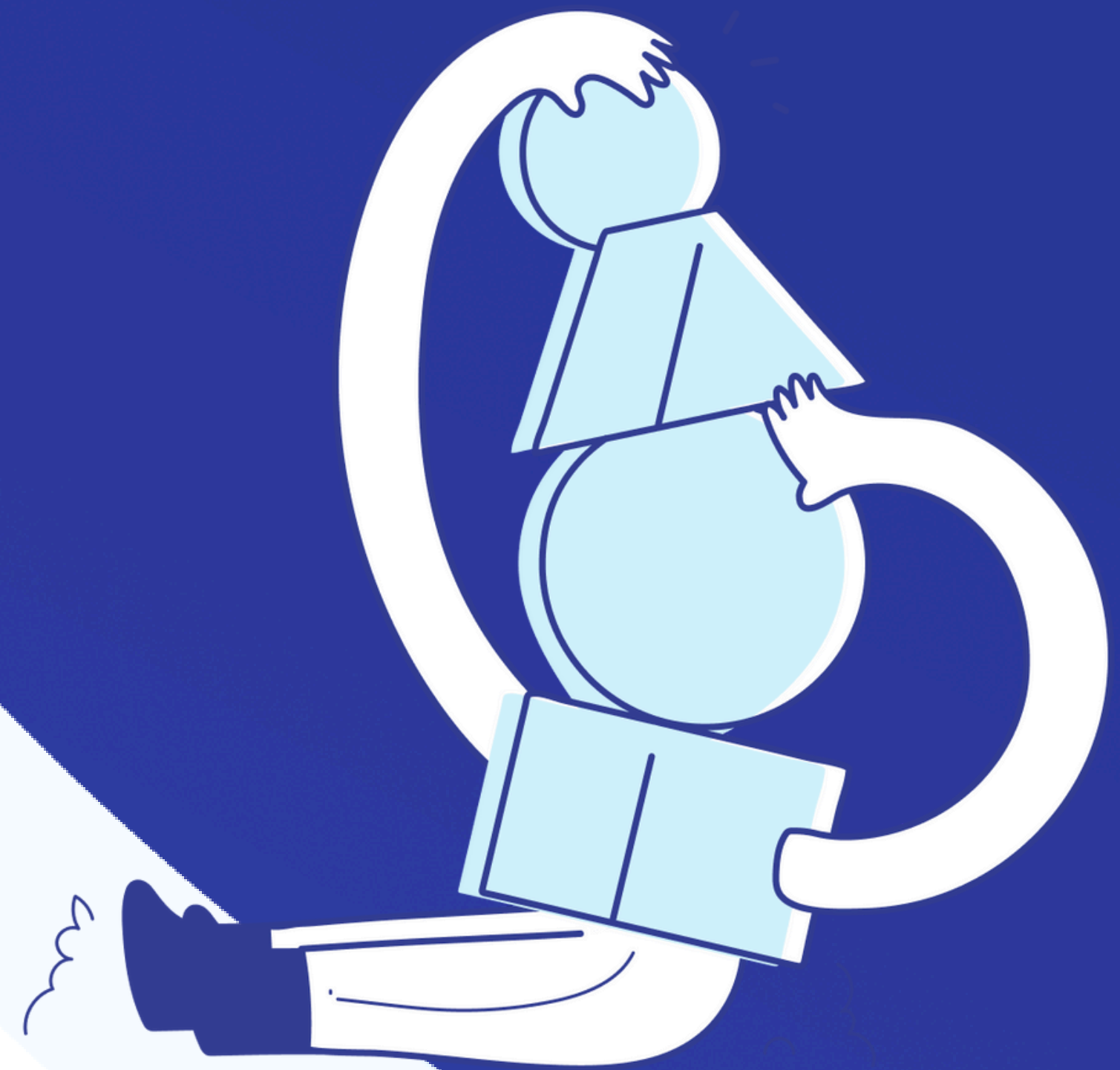
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Chapter 1

What does employee onboarding mean?

Your New Hires are Dory's

What does Dory the Fish have to do with new hires and the onboarding process? As it turns out a lot! By acknowledging the Dory effect, employers can set realistic expectations and adopt strategies that facilitate the learning process for new hires.

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82%

A study found that strong onboarding processes improve new hire retention by 82% and productivity by over 70% (Brandon Hall Group).

Your new hires are Dory's.

They're probably super excited to join your team and are eager to learn and get started on their mission but there's ALOT to take in.

Just as Dory struggles to retain crucial details, new employees may find themselves overwhelmed by the influx of knowledge, procedures, and expectations during their onboarding process.

When bombarded with an excess of information, new hires can experience cognitive overload, hindering their ability to grasp and retain important concepts.

Here are a few tips💡 to help;

- **Set Realistic Expectations:** Set realistic expectations that not only reduce the frustration experienced by new employees but also promotes a sense of accomplishment as they make progress in their roles day by day.
- **Have the steps documented!** Make sure new hires have the necessary resources and guidance to succeed.

- **Reinforce Learning** - Repetition and practice play a crucial role in solidifying knowledge and skills.
- **Utilize Support Systems:** Mentors and Resources. Remember in Finding Nemo how the Blue Whale helped Dory and Marlin to Sydney? We all need a blue Whale. Human mentors are important but employee onboarding tools can help too!



[Read "Your New Hires are Dorys"](#)



Chapter 2

Delight and inspiration is the name of the game

The Benefits of GREAT Onboarding

What happens during the onboarding process can make or break a new employee relationship. And it's not just that it makes or breaks the new employee relationship but the impact that it has on the business. With roughly $\frac{1}{3}$ of new hires not making it past the first 90 days, imagine the cost and productivity implications?

A good onboarding process enables your staff member to not only integrate themselves into the working environment quickly but also have the best chance to succeed in their job.

33%

Within the first week on the job, 33% of employees know whether they want to stay with the company long-term. Employees who don't feel they can achieve their career goals with their new employer are about 30 times more likely to consider leaving.

The benefits of great onboarding

Enablement

Enable Provide them with a list of current department projects and cyclical procedures, highlighting where their role fits into each of these and how other roles interact with theirs. It allows the staff member to understand the 'bigger picture' of the business and understand their deliverables.

Enlightenment

Enlighten Reinforce the new hire's reasons for choosing to work with your business by promoting the opportunities that exist to them and their potential progression paths. This can be done by scheduling time with the new hire and their line manager, discussing performance expectations, timelines for accomplishing various skills, and key business goals.

Inspiration

New starters can feel overwhelmed with the amount of information they're given during the onboarding phase. A great way to help them feel welcome is by providing them with a platform to share their knowledge and experiences. This helps them to feel more confident in their skills and inspired.

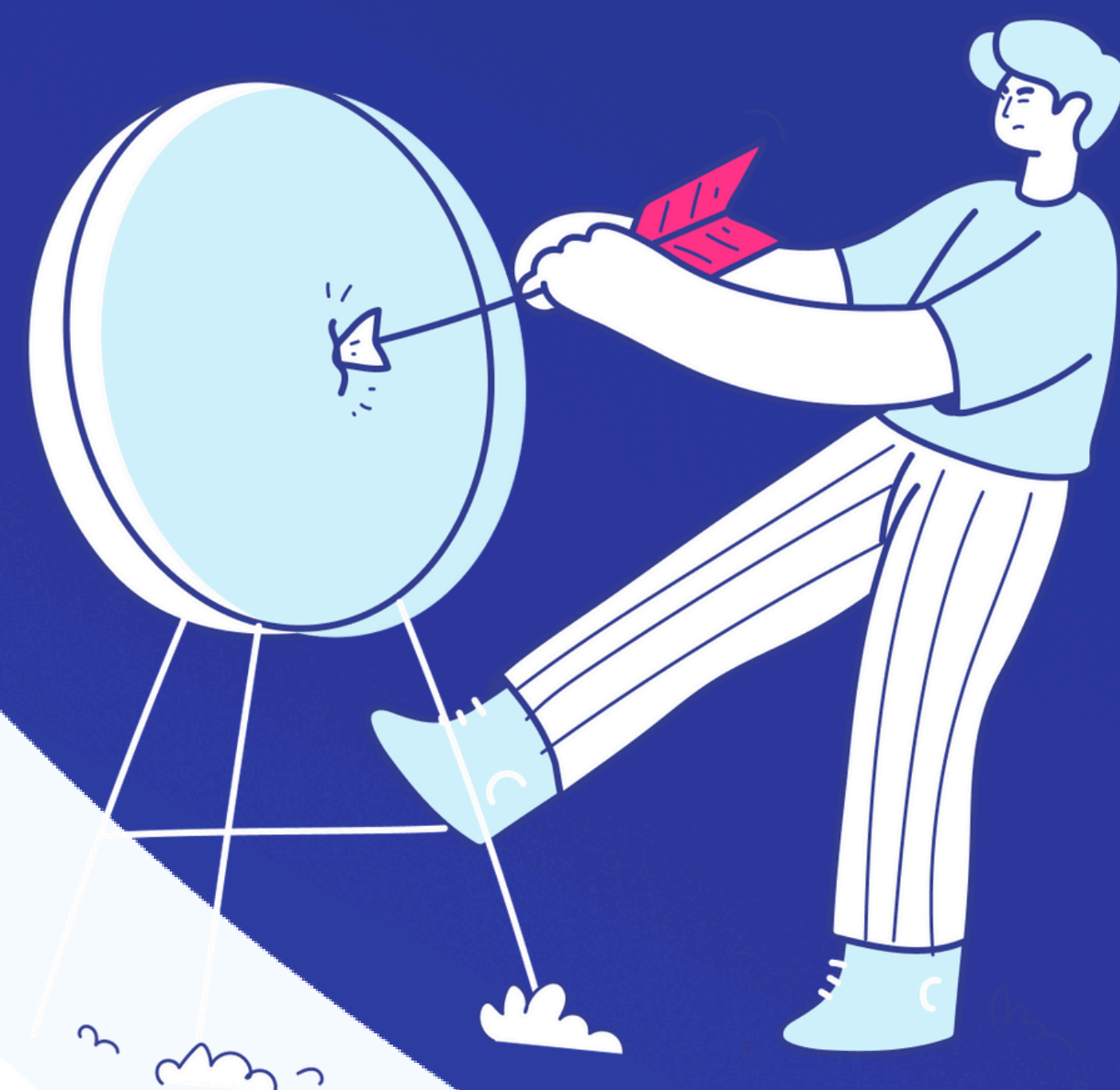
And in case you weren't convinced, great onboarding;

- Improves employee engagement.
- Improves team communication.
- Reduces employee turnover.
- Enhances productivity.
- Makes for better compliance and understanding of policies.



Sean Beck

On Using Whale to Onboard New Hired



Chapter 3

These 5C's help boost new hire retention

Onboarding Goals for a Stellar Experience

When Gartner found that only 12% of employees strongly agree their organization does a great job of onboarding new employees, we wondered why. Perhaps today's "hustle culture" has led most of us to act before planning. But planning goals PRE-onboarding is super important if you want the best outcome. Here's how.

A Click Boarding study found employees are 58% more likely to stay with a company for three years if they have a structured onboarding program. So here are 5 goals to take seriously!

12%

The number of employees that strongly agree their organization does a great job of onboarding new employees.

1 Culture ✨

Culture is the heartbeat of your company—it's what defines who you are and what makes everything run. Your culture is built on your values, the story of how you got here, and the personality of your company. Make sure you share your culture from the get go!

2 Clarity 👍

Uncertainty causes confusion which can tank morale. Setting clear onboarding goals is key to a successful process. Just like you have a vision for where you want your company to go, show new employees where they fit in.

3 Connection 💜

Connection refers to how accepted and valued new hires feel. At the heart of it all, we all want to feel a sense of belonging. Make sure you make new hires feel that they belong by giving them the opportunity to connect and network with their colleagues.

4 Compliance 📄

New hires need to get a good grasp of your rules, policies, and regulations. Compliance covers areas like workplace discrimination and other key issues. Make sure you equip new hires with a handbook that helps them stay compliant with company policies.

5 Checkback ✅

A checkback is just a way of gathering feedback during onboarding. Keep in mind that your new hires might be your future hiring managers, so their input is essential to refining the onboarding process.

6 PS. And confidence 🏃

Confidence refers to how much a new employee feels empowered to do the job they were hired to do and to tackle new challenges.

It's difficult to measure, which is why not everyone considers this 6th C. However, when a new employee feels empowered to perform, it shows in their work. (and their attitude!)



Tracy Brower, PhD

On Work and Reciprocity



Chapter 4

The top 5 most common pitfalls

DON'T Make These Onboarding Mistakes

We all recognize the value of a robust employee onboarding program, yet it's surprisingly easy to fall into common onboarding mistakes. By addressing these challenges head-on, you can achieve reduced turnover and increased engagement. Here's how.

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2.6x

A Gallup report found employees who had a great onboarding experience are 2.6 times more likely to be "extremely satisfied" at work.

1 Lack of preparation before day 1

Employee onboarding starts LONG before day 1, Make sure that before new recruits start they have;

- A ["Welcome to the company" email](#)
- Documents for e-signature
- The employee handbook

2 Overly generic onboarding programs

To overcome this onboarding challenge, companies should tailor their programs to fit the specific role and needs of each new hire. This can involve creating a customized training plan and assigning a mentor or buddy to guide the new employee through their first few months.

3 Inefficient communications

To overcome this onboarding challenge, companies should establish open and effective communication channels from day one. This includes regular check-in meetings, providing a detailed welcome handbook, and keeping an open line of communication for any questions or concerns the new hire may have.

4 Not assigning a mentor or buddy

A common onboarding mistake is failing to assign a mentor or buddy to the new employee. This oversight can slow down the new hire's integration and make it harder for them to adapt to the company's culture and dynamics.

5 Limiting onboarding to just 1 week

In reality, the most intensive part of onboarding occurs in the weeks leading up to a new employee's start date and continues through the following weeks. But effective onboarding doesn't stop there!

To truly address onboarding challenges and retain new hires, a thorough onboarding program can extend up to 90 days or even a year.

[Explore our Onboarding Template Gallery](#)



Chapter 5

Creating a seamless onboarding experience

Your New Hire Onboarding Checklist

Employee onboarding is crucial for creating a lasting first impression for new hires. But can't shake the feeling that you're missing something important? We've got you! Get a fully loaded employee onboarding checklist here.

The secret to seamless onboarding lies in the details. A clear, actionable checklist can transform an overwhelming process into an organized and efficient system. From setting up a workstation before day 1 to scheduling regular check-ins, onboarding checklists ensure nothing falls through the cracks, leaving both managers and new hires confident about their journey ahead.

82%

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Pre-Onboarding Checklist

Here are some pre-onboarding checklist items:
Send necessary documents for them to e-sign

- Have the 30-60-90 day onboarding process in place
- Send a warm, [welcome email from the CEO](#), which should include their first-day agenda and start time and date
- Send an employee handbook with everything they need to know, which you can send with the welcome email
- Get with IT to have your new hire's equipment, accounts, and company and department-related software access ready for them
- Ensure their workspace is prepped
- Assign a work buddy
- Send a new hire announcement to their team
- Schedule their orientation
- Schedule a meet the team
- Organize swag (yes, swag) package with company merch like a hoodie, shirt, mug or journal

First Day Checklist

The first day is a BIG thing, Make sure you;

- Show them where the coffee is! (VERY important)
- Give an office tour
- Meet with their manager
- Ensure access to their equipment and software
- Schedule training
- Introduce them to their work buddy
- Have an end of day feedback

First Week and Beyond Checklist

What you need for a successful onboarding plan;

- Document the 30-60-90 day onboarding process
- Set employee goals
- Set up specific training
- Schedule check-ins and feedback
- Schedule performance reviews

Explore our Onboarding
Template Gallery



Chapter 6

Resources to make onboarding effortless

Resources and Next Steps

Whether it's a digital onboarding platform, customizable templates, or curated reading lists, having the right support materials can save time and enhance the onboarding experience. We've got practical resources to help you streamline your efforts and focus on what matters most—empowering your new hires.

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\$500bn

Considering that disengaged employees in the US cost their employers \$450 to \$500 billion each year, it's no wonder onboarding programs are so important.

1 Create an Onboarding Process

Crafting a 30-60-90 Day Onboarding Plan is like setting the GPS for your new hire's journey, ensuring that they not only reach the desired destinations but also enjoy the ride. Use [this template](#) to ensure that each new hire's journey is structured and effective.

2 Set Employee Goals

Think of goal setting as crafting a personalized success map for each member of your team. It involves identifying targets that are not only ambitious but also clear, measurable, and tailored to drive your company forward. [Get the template.](#)

3 Create a great employee handbook

An employee handbook is the number 1 Playbook in any organization, serving as a go-to resource for all team members. Follow these [employee handbook essentials](#) to create an incredible new employee handbook.

4 Use Technology to Automate

Without the right [employee onboarding software](#), scaling your onboarding and training processes becomes a challenge. These tools ensure a seamless experience for companies and teams, making it possible to provide the best onboarding experience at scale.

5 Measure Employee Onboarding

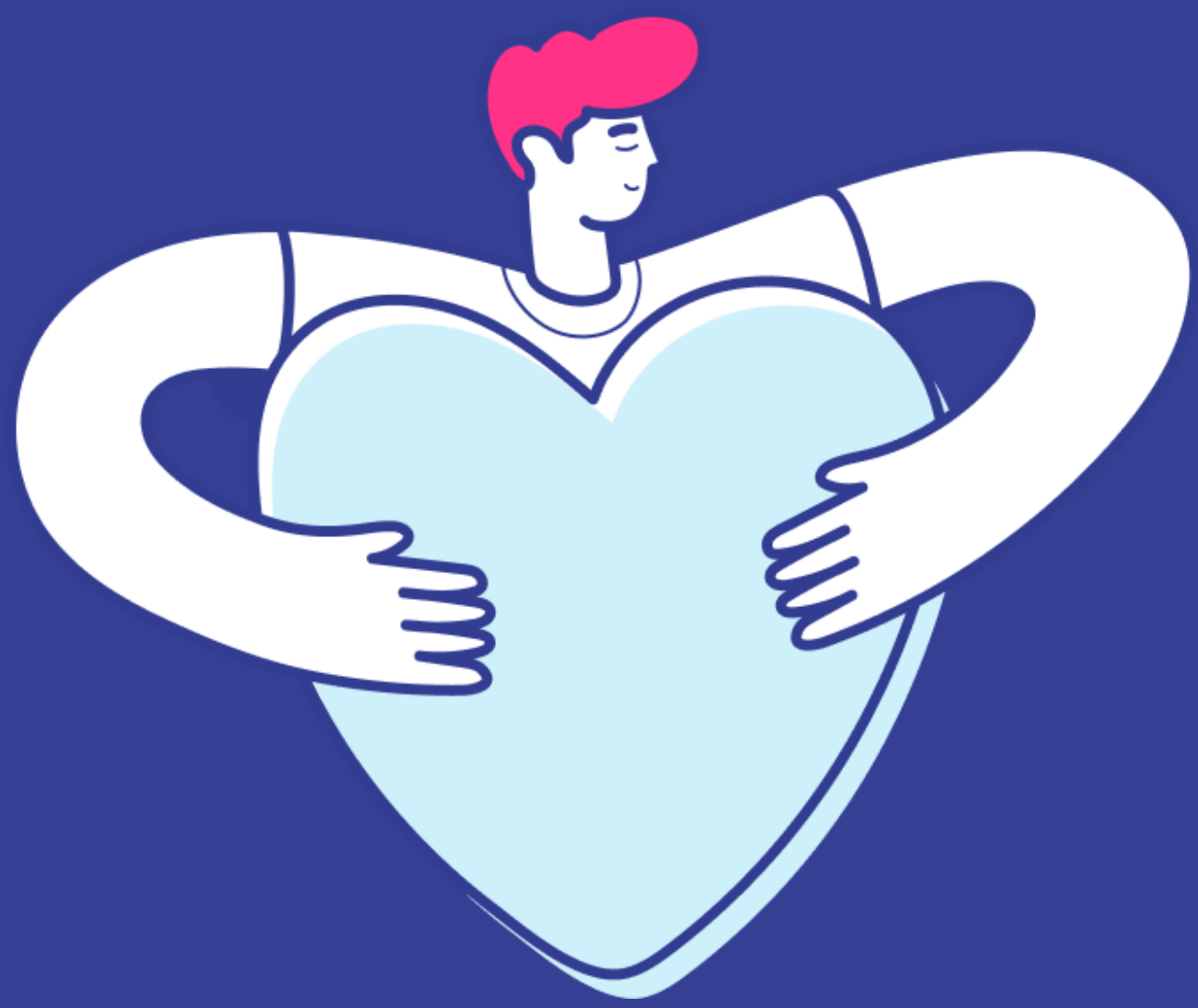
How do you measure effective employee onboarding? Calculate new hire turnover, ramp up time and even [engagement levels](#).



JB Rihm

Chief Operating Officer at Rihm Kenworth

Sign up to Whale for Free



Thank you!

Sign up for free at Whale and experience the potential of
AI-powered process training www.usewhale.io

