



BEGIN.

ONBOARDING AND INDUCTION.

A GUIDE WITH ALL THE TOOLS, TIPS AND GUIDANCE YOU NEED TO DEVELOP AN ONBOARDING PROGRAM FOR YOUR BUSINESS.

Transitioning new hires into valuable team members requires an investment of time in building a consistent and repeatable onboarding process.

Success with this process will help you to foster the right culture, increase alignment with your company values and lay the right foundations to enable your new hire to rapidly move from rookie to valuable contributor.

ONBOARDING AND INDUCTION

Onboarding is the process that helps new employees shift from being outsiders to insiders with a sense of belonging to a business. It is the process of integrating a new employee with a company and its culture, as well as giving a new employee access to the tools, training, people and information needed to become a productive member of the team.

Effective onboarding starts well before the first day that your new employee walks through the door. In fact, it begins with the overall value that you have on offer to your people and the impression that you create through your recruitment and selection process.



The cost of recruitment including the hiring process, advertising, your team's time and agency costs can be upwards of \$10,000 per new hire.

This one-off investment in your onboarding process can improve your business' new hire retention by 82% and productivity by over 70%.



The Focus HR Onboarding and Induction Guide contains the following essential components for you to develop your company's process.

- Welcome New Employee Information Sheet
- Preboarding Checklist
- Induction Sign Off Forms
- Example Induction Trello Board
- Guide to Creating the Buddy Program
- Effective Interviewing Guide
- A Guide to Your Onboarding Buddy
- A Guide for Buddies
- Training Skills Matrix
- Manager Check in – End of Week One
- Stay Interview Guide
- First Few Months Expectations Conversation
- Employee Handbook
- Template Position Description
- Manager Check in – 1 Month
- Alignment & Clarity Conversation Template
- Onboarding Team 1 on 1 Guide
- Probation Meeting Report



Streamline your onboarding process and boost new hire retention with Focus HR's Onboarding and Induction Guide.

Contact us today for an obligation-free consultation to discuss how we can help you develop an effective onboarding program for your business.

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