Employee Digital Life Cycle

**Employee Journey
Episode 3: Onboard**

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❖ In this episode, we will take a closer look at employee onboarding, and how to reap the same benefits while investing fewer resources, and we'll provide a full guide to onboarding automation in your company.

❖ **What is onboarding process?**

▪ **Onboarding** is defined as the entire process of bringing new talent on board to be a part of the organization. It is the onboarding process that determines the level of engagement of the new hires and how long they are going to continue with the new job, and it includes giving them a lot of information (to ensure they understand what they are doing and why).

❖ **How to help a new employee adapt to a new workplace?**

▪ As we have stated before, employee onboarding can greatly improve the company's performance. However, this process is very complex and not easy to implement. That is why we decided to review some important recommendations for new hires' successful engagement. These tips help companies get the most out of the onboarding process.

1. **Start onboarding on the first day**

▪ Starting the onboarding on the first day helps the companies make the right first impression. With onboarding automation software, you can give new hires all the passwords, keys, and important files just in time.

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2. Automate the whole employee onboarding process

- Automating employee onboarding simplifies employee adaptation and doesn't require many resources. That is why many companies have already invested in creating online onboarding platforms.

3. Track the employee's progress

- Every new hire should have a clear understanding of his responsibilities and goals. So, many organizations utilize onboarding software for employees to track the progress themselves and for HR managers to detect individuals who might require additional help.
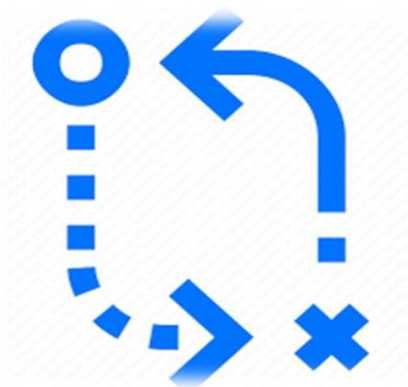
4. Modify the process if needed

- Success is always about readjusting to new demands and working on becoming better constantly. With the onboarding automation software, the HR department can easily measure the success of the onboarding process and readjust the methods that don't bring expected results.

❖ Seven ways to automate the employee onboarding process

- In fact, it is impossible for a company to make a completely automated onboarding workflow, as there are some key procedures of onboarding that demand the presence of an HR team member to manage and improve the new employee adaptation process.

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However, we still have plenty of solutions on how to automate an employee onboarding:

1. Manage your data using a unified system.
2. Assign documents automatically.
3. Simplify the account generation.
4. Test the new employee's knowledge and progress.
5. Automate benefits enrollment.
6. Introduce constant feedback via a notification system.
7. Analyze the working performance, track employee's KPIs.

1. Manage your data using a unified system

- Automating the data by creating a personal secured workflow system to minimize the paperwork is a great option. For example, by collecting the employee data in one system, it is easy to make the most of their hard and soft skills, proficiency, experiences, certificates, and education. Moreover, you can use data visualization tools to easily leverage information.

2. Assign documents automatically

- No mailing lists, no paper documents on the desk, and no need to control whether you gave all the needed documents for employees. Just create the schedule of assigning files to a new hire and keep track of whether they were opened or not.

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3. Simplify the account generation

▪ Setting up multiple accounts on different apps and software is painfully repetitive for the IT department and the new employee themselves. With an automated onboarding process, an HR team member can spare the time of the IT department so that they can focus on more important tasks. The HR member must put in the information of an employee once, and the tool automatically creates several accounts on different platforms.

4. Test the new employee's knowledge and progress

▪ With automated onboarding, it is easy to share essential knowledge and check the new employees' learning progress. Usually, it takes a lot of time for HR team members to test new workers' understanding of the company processes. Instead, they can send the survey and automatically get the results of each member. Thus, you invest in creating one test for a set group of employees that will be used repeatedly.

5. Automate benefits enrollment

▪ Automating benefits enrollment simplifies the entire process. Just send an automated email to new employees with a detailed explanation of the benefits package and instructions on how to complete the enrollment electronically. Scheduling automatic reminders helps employees meet all the important deadlines.

6. Introduce constant feedback via a notification system

- Statistics show that 20 percent of new hires leave the company for a better opportunity during the first 45 days in a role. So, collecting the employee's feedback about his satisfaction with the onboarding process and his new job can help to identify potential problems. Artificial intelligence (AI) significantly simplifies this process and makes it more effective. Automated onboarding software can send out surveys after the first week, first month, or first quarter in the position.

- Moreover, AI tools can identify hidden dissatisfaction in survey results and predict flight risks. This allows the company to resolve turnover before it happens. If flight risk is detected, the AI sends alerts to the hiring manager or HR for them to address the issue.
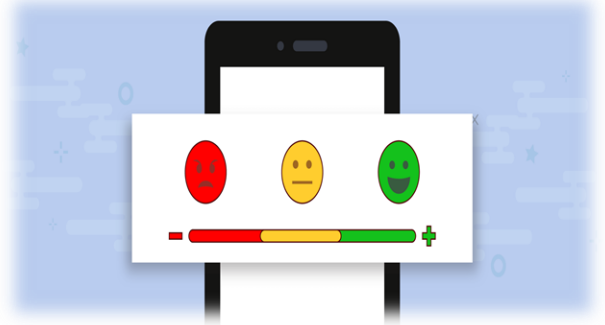
7. Analyze the working performance, track employee's KPIs

- This option implies providing an automated checklist of all the tasks and goals that a new hire must complete within the onboarding, for instance, reading and signing some documents, going through tests, or creating teamwork projects. Also, you can set deadlines in a system and send a notification when the date is coming closer. You can also get some essential metrics about the work completed. In such a way, it is easy to learn about the new employees' time-management skills and control their KPIs.

❖ **Benefits of automating the employee onboarding process**

▪ So how exactly can you make great employee onboarding via automation? Automating the employee onboarding process has a vast variety of benefits for the company revenue in general.

1. Better employee retention.
2. Reduced operational cost and time.
3. Elimination of errors.
4. Easier cross-boarding.
5. Ensures accuracy and compliance.

❖ An onboarding process that is designed to connect to the employee can be a significant factor that makes the new employee feel at home in the new atmosphere of the company. It can inspire him or her to make up their mind to continue with the organization, within the first few days of joining.