



# Creating an Effective Onboarding Process for New Members in Your Organization



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# But Why Onboarding?



50% of all hourly workers leave new jobs within the first 120 days.

The first 90 days of entering college determine a student's behavior for the next 3.5 years.

More credit and attention are needed while onboarding new organization/community members.





# A Critical Step



Onboarding new members is a critical step for any organization.

This leads to a more productive and successful organization.

A well-structured onboarding process can significantly enhance the integration of new members into the community.

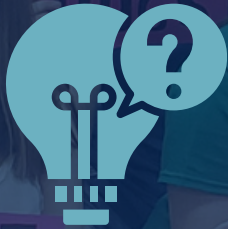
Its impact on community growth and member satisfaction cannot be overstated.







# Two Critical Components of a Successful Orientation Program:



**Content**

**The What and How?**



**Community**

**The Who and Why?**



# Content: The What and How?

Effective onboarding involves providing new members with the knowledge, tools, and skills they need to excel within your organization. Here are key elements that fall under the Content category.

## Company Rules and Regulations

- Thorough introduction to the company's policies, procedures, and guidelines.
- Ensures everyone is on the same page and minimizes potential misunderstandings.

## Job Role

- Defining position, tasks, and expectations.
- Foundation upon which they can build their contributions.

## Feedback and Performance Reviews

- Prepares for success and sets the stage for continuous improvement.

## HR Guidelines:

- Covers topics such as benefits, payroll, and leave policies
- Process for seeking assistance from the HR department.

## Physical Office Tour and Tools

- Guided tours are exciting and practical with onboarding.
- Helps new members feel at home.
- Helps familiarize members with the physical workspace.
- Includes software or machinery used by the organization.

### Mission and Vision:

- Start with the big picture.
- Share organization's mission and vision.
- Help new members see how their contributions fit into this larger purpose.
- The rallying point for everyone in the community.

### Social Connections:

- The human element is vital.
- Encourage new members to meet their colleagues, team members, and leadership.
- Build social connections to help boost morale, collaboration, and a sense of camaraderie.

# Community: The Who and Why?

Beyond the nuts and bolts of the job, onboarding should immerse new members in the heart and soul of your organization, forging connections and instilling a sense of belonging. Here's what the Community component should include:

### Core Values:

- Core values are the moral compass of your organization.
- Ensure new members understand and embrace these values.
- Guides behavior, decisions, and interactions within the community.

### Company Culture:

- Your org has a unique culture.
- Whether relaxed and creative, structured and disciplined, or something in between.
- Explain what this culture is.
- Explain what it means for daily interactions.
- Explain how it shapes the working environment.

### Mentorships:

- Pair new members with experienced mentors who can offer guidance and support.
- One-on-one connection is a powerful way to ease the transition.
- Provides a reliable source of information and encouragement.





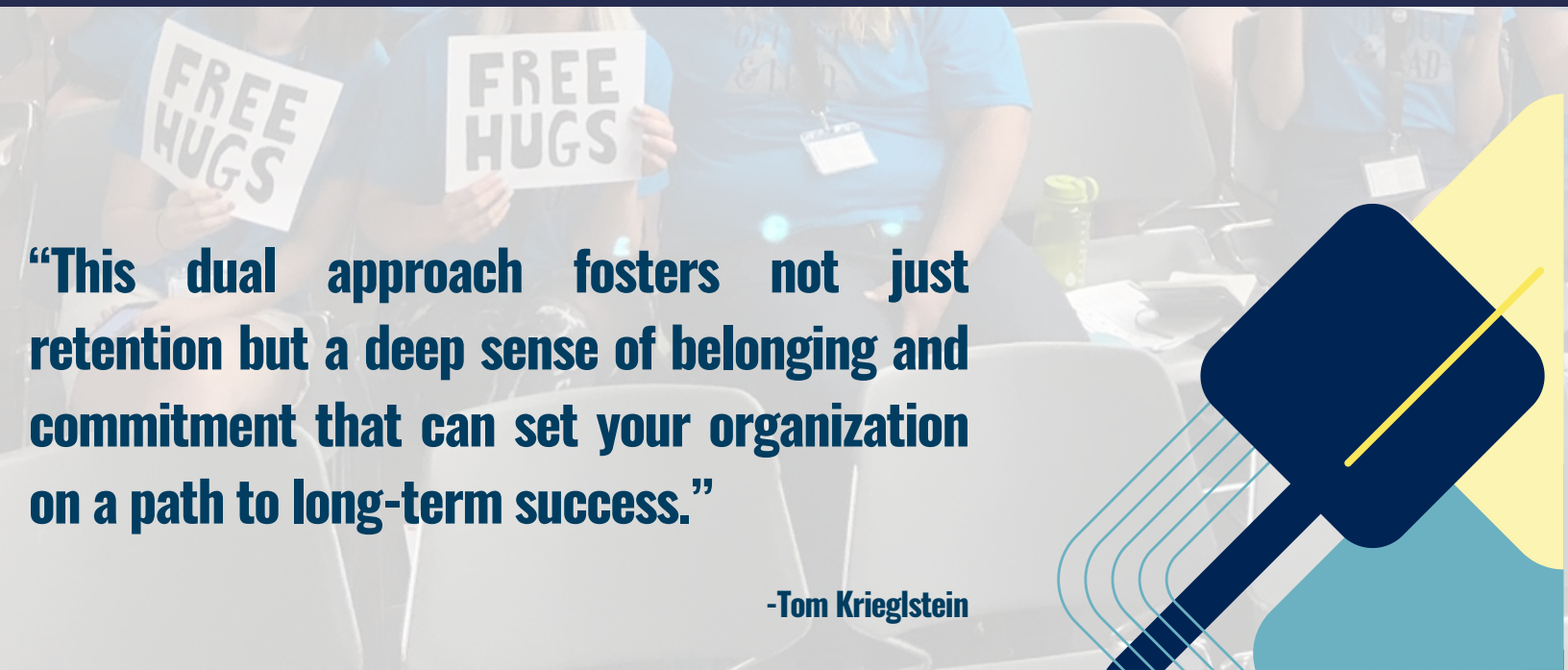
**“Most organizations spend their entire orientation on the What and How yet zero time on the Who and Why.”**

**-Tom Krieglstein**



## **Embrace both the Content and Community:**

- Ensure new members know their roles.
- Ensure new members become fully integrated.
- Increases engagement and retention rates.



**“This dual approach fosters not just retention but a deep sense of belonging and commitment that can set your organization on a path to long-term success.”**

**-Tom Krieglstein**