



On-Boarding New Staff: A Link to Longevity

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Overview

- On-Boarding vs Orientation
- Informal vs Formal
- The 4 C's to On-Boarding
- Timelines & Checkpoints
- Systems
- Data
- On-Boarding=Staff Retention

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Onboarding		Orientation
Employee's specific role in his or her department	General Focus	Employee's role in the company
On-going (could last a few months)	Duration	One-time event
On-the-job	Setup	Classroom or online
Specific to each new employee	Content	General overview
Get new employees ready to be productive	Outcome	Get new employees ready to start working and ready to take job-specific training

On-Boarding vs Orientation

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What process do you use when hiring new staff?

OnBoarding

Orientation

Both

Other

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Formal On-Boarding Practices

- ▶ Best Practices include:
 - ▶ Specific Procedures
 - ▶ Timelines
 - ▶ Checkpoints
 - ▶ Systems

Informal On-Boarding-no set plans or procedures

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4 C's to Successful On-Boarding

- ▶ Compliance-requirements
- ▶ Clarification- roles & expectations
- ▶ Culture-what are the "norms"
- ▶ Connection-establish network/support with staff



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Examples of On-Boarding Procedures

- ▶ Day One-someone available to answer/help/model expectations-team teacher?
- ▶ HR Process-Who shares/informs new employees on Benefits; Policies; Emergency Procedures
- ▶ Building 101-tour of the building; storage of materials; how do we...
- ▶ Getting to know: Staff, children and families, bus drivers, etc
- ▶ Learning the job: what are YOUR expectations, policies and procedures-this takes time!
- ▶ Evaluation-what feedback is requested? Given?



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Timelines & Checkpoints

- ▶ Successful On-Boarding takes time
- ▶ Checkpoints



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What is a System

A system ensures that planned tasks occur.

A system as defined by PAS authors must have the following:

- ▶ Tangible, concrete evidence
- ▶ Involvement of multiple individuals
- ▶ A defines process of accountability



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Employee onboarding benefits statistics

- ▶ With a successful employee onboarding:
- ▶ 69% of employees are more likely to stay with a company for three years if they experienced great onboarding (Source: [Society For Human Resources Management](#)).
- ▶ Organizations with a standard onboarding process experience 50% greater new hire productivity (Source: [Society For Human Resources Management](#)).
- ▶ 54% of companies with onboarding programs reported higher employee engagement (Source: [Society For Human Resources Management](#)).
- ▶ <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/dont-underestimate-the-importance-of-effective-onboarding.aspx>



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One word that describe the use of on-boarding procedures.

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