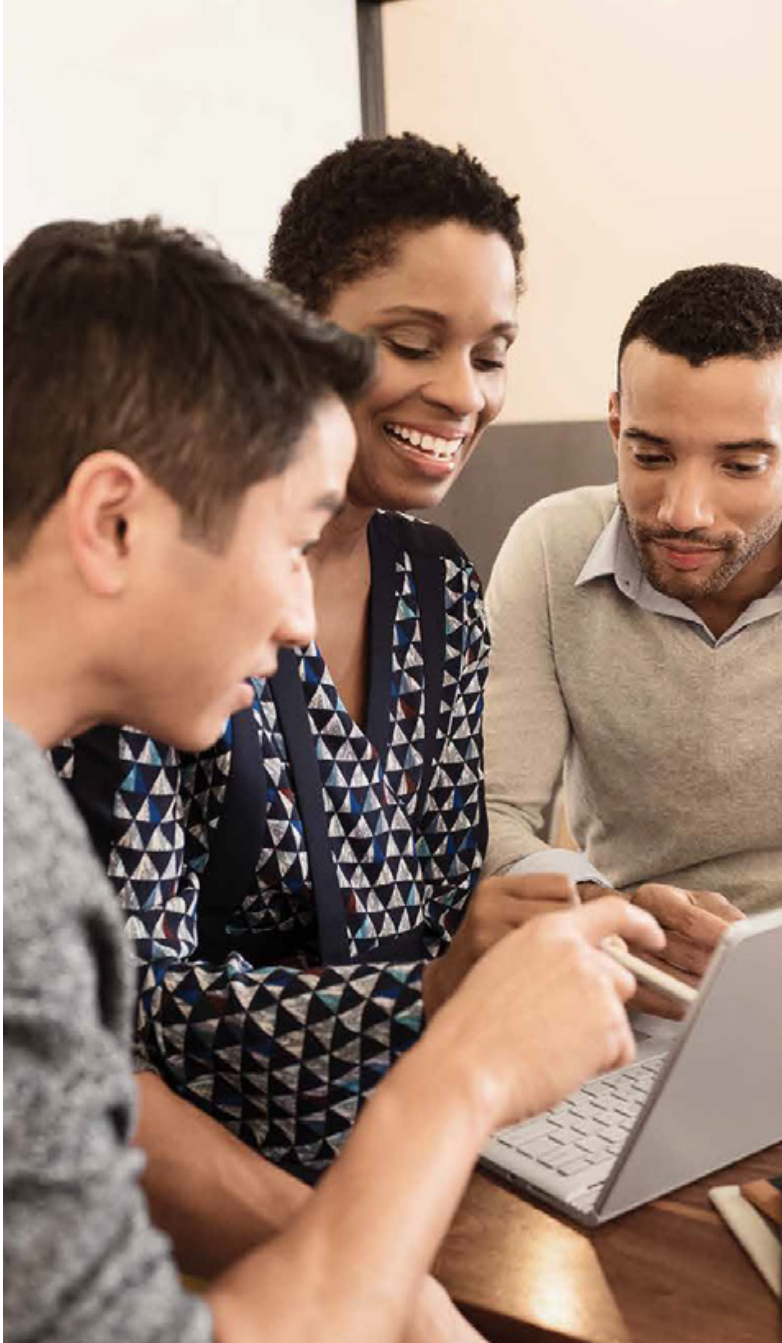


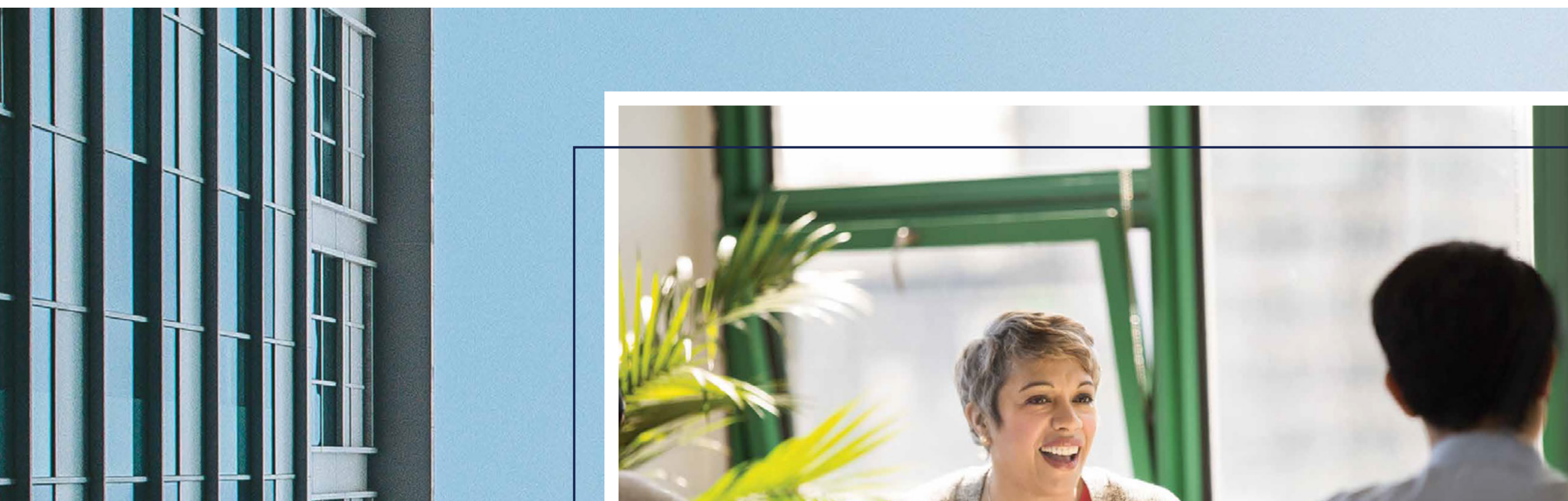
The Complete Onboarding Checklist



The cost of turnover is high.

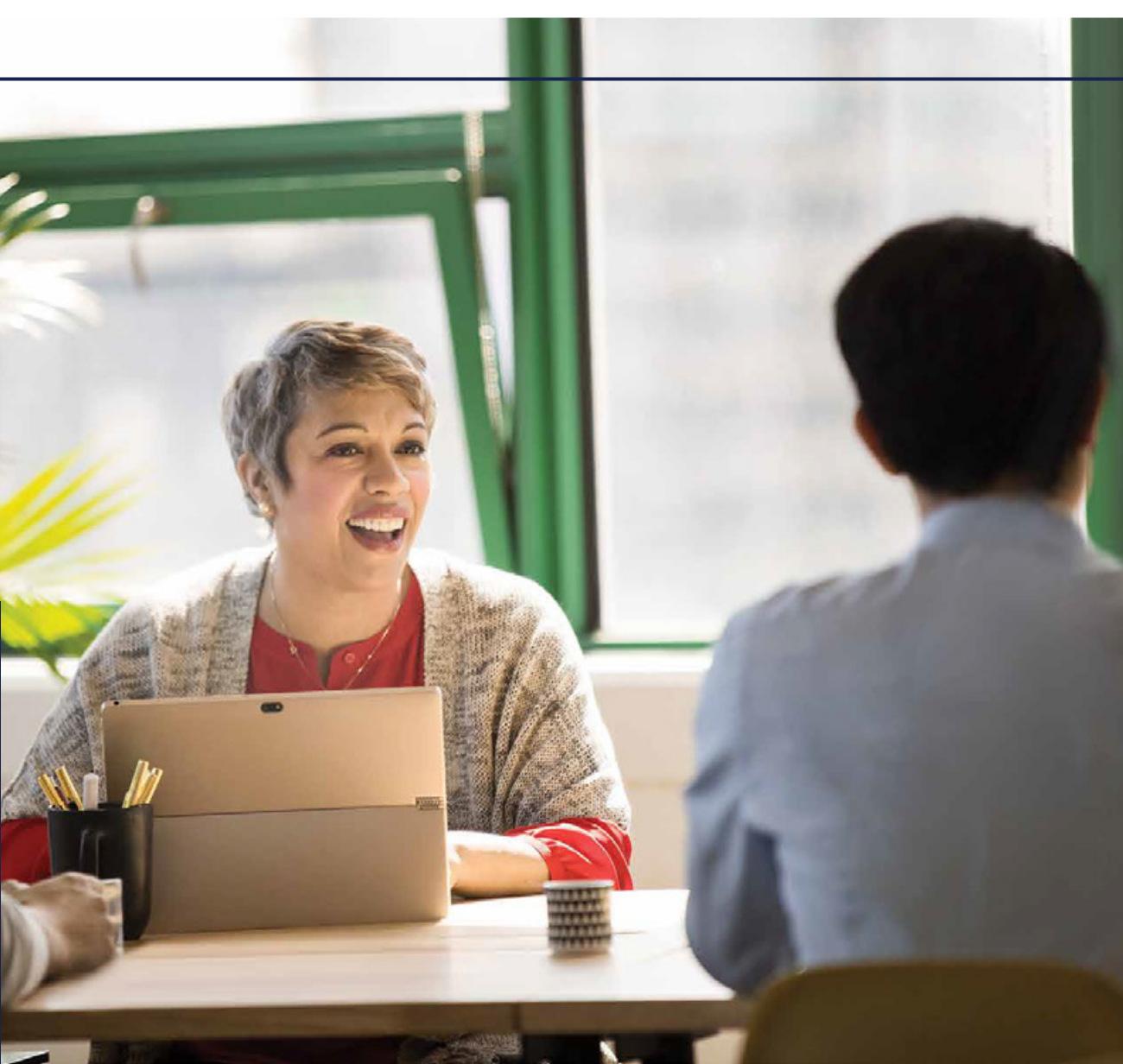
According to one study, employers can spend the equivalent of **six to nine months** of a departing employee’s salary finding and training a replacement.¹

It’s not enough to ensure a positive recruiting experience. Without a strong onboarding programme, your organisation could be wasting time and money on new staff who don’t last. Keeping new employees engaged is critical to ensuring long-term employment – and lower costs. And that engagement begins with seamless onboarding.



Productivity

The proper training is essential to a new team member’s success, and helps to ensure that these employees can hit the ground running in their new roles.



- ☐ Personalise a welcome message
- ☐ Preload a laptop, phone or tablet with employee apps and information about standardised processes
- ☐ Set up the proper training
- ☐ Establish a role-based workflow
- ☐ Share how-to guides for software programs and servers for quick acclimatisation

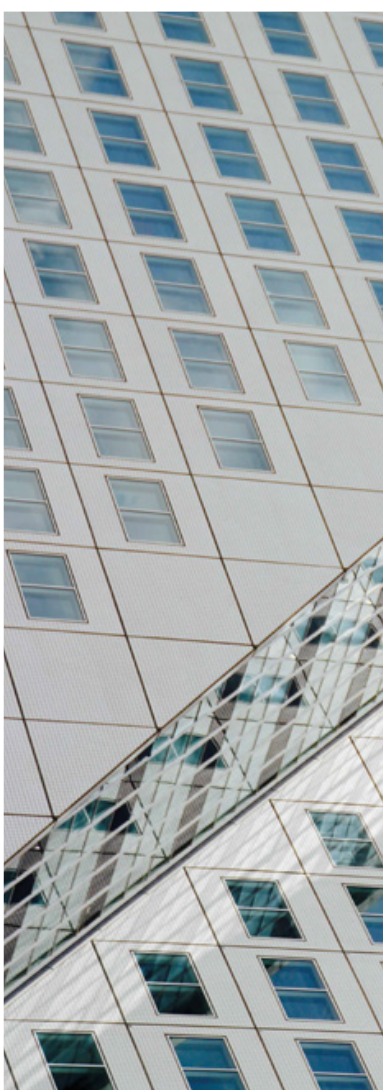
- ☐ Create organisational charts to explain each team member’s role
- ☐ Determine and track critical productivity milestones
- ☐ Suggest networking and mentoring opportunities
- ☐ Provide a dashboard for tracking progress



Culture

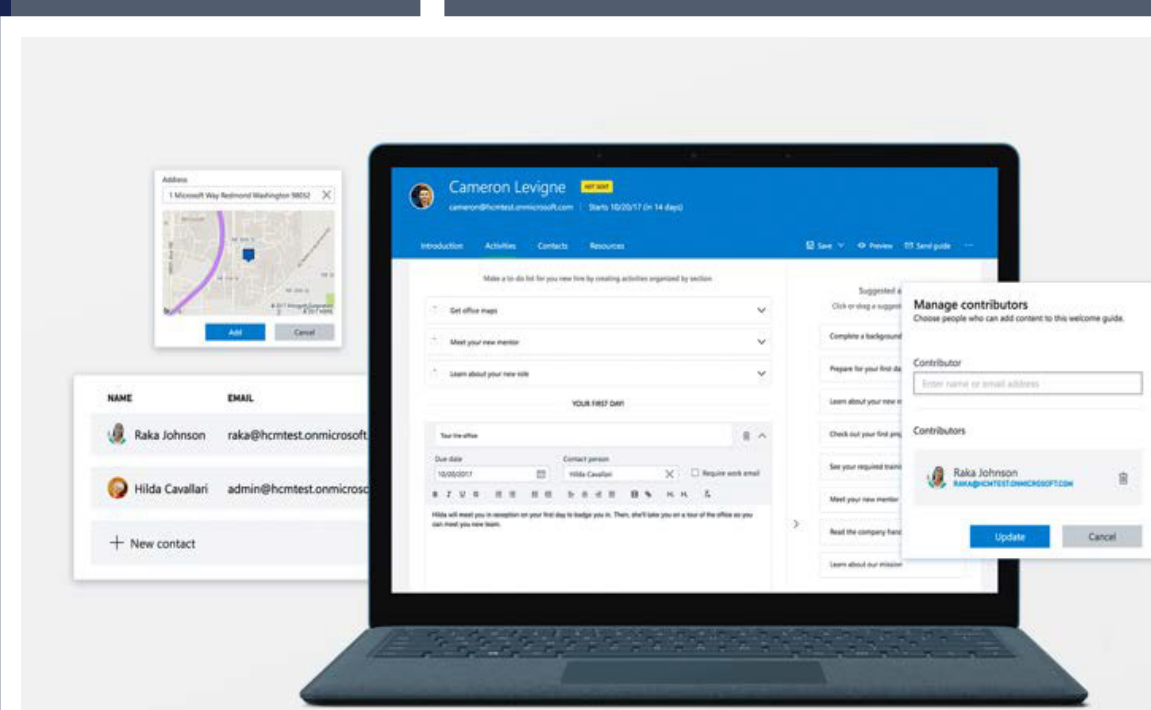
Acquainting new employees with their environment goes hand in hand with their productivity. Encouraging new staff to interact socially and creating a welcoming environment and company culture will help to ensure long-term employment.

- ☐ Share communities and social groups
- ☐ Provide an onboarding “buddy”
- ☐ Set up systems training
- ☐ Create activities for team building to help introduce new employees to the company culture
- ☐ Provide cultural resources to help remove barriers
- ☐ Share city and neighbourhood guides for employees who have relocated



Create a successful onboarding process to engage and retain top talent with **Microsoft Dynamics 365 for Talent: Onboard.**

LEARN MORE



1. <http://www.quantumworkplace.com/future-of-work/infographic-17-shocking-employee-turnover-statistics>