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. 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

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