

EMPLOYEE ONBOARDING BEST PRACTICES

The problem isn't the software.
It's how it's being used.



Employee Onboarding - Best Practices

An effective employee onboarding program can help you **decrease turnover** and **improve productivity**.

If you want to improve your new employee's experience, consider adopting these employee onboarding best practices:

- Provide clear job titles, descriptions and expectations
- Set realistic onboarding goals for the new employee
- Involve managers
- Help employees make connections
- Utilize technology
- Provide ongoing training and education

1. Provide clear job titles, descriptions and expectations

Companies lose **billions** of dollars each year from employees not understanding their job. Ambiguous job titles and descriptions can lead to confusion.



The employee's supervisor should review the job description and expectations with the employee as a part of their orientation and give the employee a chance to ask any questions.

2. Set realistic onboarding goals for the new employee

Managers will need to set different goals depending on the position as they are still trying to figure out the company culture.



The goals should help the person learn their job and get up to speed. After completing these goals, managers can then review performance-specific goals with the new employee.

3. Involve Managers

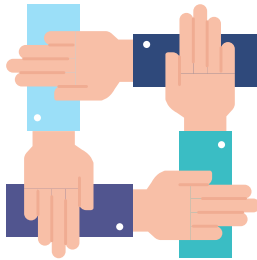
Managers understand the day-to-day functions of the job better than HR teams. So they can help design an onboarding program that best suits the position instead of a generic company-wide onboarding program.



An effective onboarding program requires a significant time investment. Employees are more likely to take the onboarding process seriously if their manager shows their support for onboarding.

4. Help employees make connections

Onboarding also includes a social element. Feeling included and connected to the company social culture improves **employee engagement**.

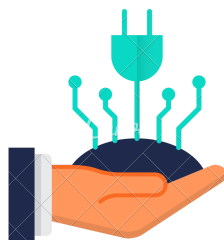


To help new employees feel welcome, consider:

- Providing a list of staff and/or key clients they should meet
- Blocking off time on their calendars for these meetings
- Introducing the new employee to key leaders
- Assigning a buddy or mentor, the new employee can ask for help
- Inviting the new employee to lunch

5. Utilize technology

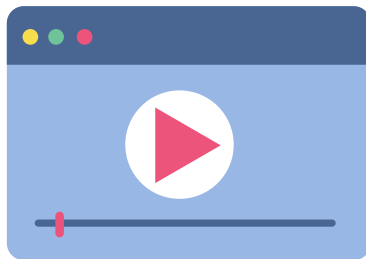
If your employee onboarding still includes handing new hires a 1-inch thick file folder full of forms and manuals, it's time to upgrade.



What forms could be automated or converted to a digital format? Skip paper onboarding checklists and utilize **onboarding software** to help employees familiarize themselves with software and processes.

6. Provide ongoing training and education

Onboarding doesn't end after the employee's first 30 days. Providing ongoing training and education improves employee performance and makes employees feel valued.



It is extremely difficult to address the term **forgetting curve**. The only way to ensure employees retain the information from their onboarding is to continue to provide training and support tools.

Try Apty - World's Fastest Growing On-Screen Guidance Platform

Apty's on-screen guidance enables faster product adoption, simplified user onboarding, and seamless change management.

Get More Out of Your Enterprise Software with
Apty - a Modern DAP

[Request a Demo](#)