

PLAN: SUPERCHARGE YOUR ONBOARDING PROCESS IN ONE WORKWEEK

Did you know a poor onboarding process might be the root of your new hire turnover problem? Thankfully, it can be turned around quickly, because with new hires you don't have much time! Get your onboarding process on the right track with this plan to revamp it by Friday.

Monday: Focus on Goals

Goals must be the baseline and foundation of all hiring and onboarding efforts. If you clearly communicate what new hires need to accomplish on the job, you can get new employees up and running faster within your company. Focus setting goals on:

- How large-scale organizational goals translate into daily workflow for new employees
- Helping your team understand how their work contributes and why their job is essential
- Assisting newcomers immediately to understand their role and value in your company

Tuesday: Write Clearer Job Advertisements

Empower your team to write smarter, better, and more action-based job descriptions. Writing detailed, goal-oriented ads can help you attract the exact kind of candidates your company needs for your open positions. Use this formula and have your recruitment team rewrite underperforming job advertisements:

No-Fluff Job Title: _____

The Company Low-Down: _____

Compensation Range: _____

Benefits Provided: _____

What You'll Do All Day:

1. _____
2. _____
3. _____

Where This Role Can Take You: _____

How to Apply: _____

What to Expect: _____

See What We're Working With: (include links to company culture pages, the team Tumblr or a funny Vine video from the current team)

Wednesday: Embrace New Technology

In a recent survey, a combined **71% of companies** claimed they were currently in the process of updating their onboarding process. Still, 67% of these respondents were using technology for only about 40% of onboarding efforts.

From talent alignment platforms that keep goals in view to E-Learning suites to make sure new hires are trained properly, new technology is leading the way. If you don't want your company to get left behind, it's important to embrace new technology as early as the onboarding process, so new hires know your organization is looking toward the future instead of being stuck in the past.

Use Humpday to Research New Tech for Onboarding. Start here: <http://info.clearcompany.com/employee-onboarding-software>

Thursday: Set Clear Milestones and Benchmarks

A whopping **60% of companies** indicated they don't set any milestones or concrete goals for new hires to attain. So, is it any wonder it takes most new hires a whole year to start working at their full potential? Set clear performance benchmarks and milestones new hires can work towards. For each role, decide the following:

- Which 3 goals are most important for new hires to reach within the first 3 months?
- How will these goals be measured?
- Who will be responsible for tracking these goals?

Friday: Make Training and Education a Priority

Training should be an integral part of any successful onboarding program. Yet, [25% of companies](#) admit their onboarding does not include any form of training.

TGIF! Schedule a fun team building activity that incorporates a brainstorming session. Ask employees to contribute ideas to further mentorship, education, and professional development within the organization. Don't forget to bring in drinks and snacks or cater lunch for the session. It's a great way to end the week on a good note.

Over the Weekend

Remember, employees want to learn and grow on the job, and organizations that offer this possibility will engender loyalty and retention. In today's ever-changing landscape, you can't afford to wait a whole year for your best new people to get up to speed. By using this 5-day plan, you can supercharge your onboarding process, get new employees focused on goals, and move your company forward.