

To follow best practices for recruiting, onboarding, and employee engagement, ask yourself the following questions to guide you.

Recruiting

- Are you sharing your culture on your website and social media?
- Do you use videos, images, and quotes from employees?
- Are the people images you use inclusive of all types of race and gender?
- Do you post openings on multiple job sites?
- If you offer hybrid or remote work options, do you promote that in your ads?
- Are you transparent about benefits, job duties, and company culture?
- Is your application process simple and online?
- Do you ask for as little information as you need early on in the process?
- Have you checked your online reviews on sites like Glassdoor?

Onboarding

- Are you using "pre-boarding" so administrative information is completed in advance of the start date?
- Do you need to lengthen your onboarding and training to ensure new hires are productive faster?
- Have you transitioned to online onboarding - eliminating paper, utilizing video and e-signatures?
- Do you provide new hires with necessary technology in advance?
- Do you provide a schedule and is it manageable?
- Do you assign a buddy/mentor for the first few weeks to the new hire?
- What are you doing to make new hires feel welcome and celebrated?
- Do you seek feedback on the process, such as a 30-day check-in?

Employee Engagement

- Are you communicating effectively and being transparent?
- Can your technology support on-site and remote workers?
- Are you focused on your employees' wellbeing?
- Do you effectively recognize and reward your employees?
- Have you empowered your employees with online employee self-service to manage their personal information, view pay stubs, change tax withholdings, and request time off?
- Are you using technology to promote collaboration and provide recognition?
- Are you regularly surveying your employees to measure job satisfaction and seek feedback?