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Mastering Employee Onboarding for Organizational Success

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Today’s Presenters

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WHY IS ONBOARDING IMPORTANT

Top 5 Frustrations for New Hires

1. Department onboarding doesn’t meet the quality of corporate onboarding
2. Technology is not ready on day 1
3. Tech issues, unavailability of IT resources
4. Lack of access to essential tools
5. Not having someone to go to with questions

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What it Means to Get Onboarding Right

- Enhances employee retention
- Boosts productivity
- Improves employee engagement
- Builds strong relationships
- Ensure compliance

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What it Means to Get Onboarding Right

- Enhances company reputation
- Reduces stress and anxiety for new hires
- Clarifies roles and expectations
- Encourages continuous improvement
- Promotes a positive organizational culture

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ONBOARDING BEST PRACTICES

Onboarding Best Practices: Have a Plan

- Develop a comprehensive onboarding plan that outlines the first few days, weeks, and months
- Standardize this onboarding process for all new hires to ensure everyone receives the same information and training

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Onboarding Best Practices: Create a Team

- Establish who is in charge of onboarding
- Designate someone to welcome the new hire as they walk in the door
- Pair new employees with experienced colleagues who can offer support, and answer questions

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Onboarding Best Practices: Before Day 1

- Send welcome emails, necessary paperwork, and an agenda for the first week
- Ensure their workspace, equipment, and access to necessary systems are ready
- Communicate: dress code, where to park, coffee and lunch options

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Onboarding Best Practices: On Day 1

- Provide a tour of the facility, office space, etc.
- Make it special
  - Decorate their workspace
  - Provide a welcome kit with company swag
  - Schedule an all-hands meeting to introduce your new hire
  - Take them out to lunch (manager and team)

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Onboarding Best Practices: Your Plan in Action

- Provide comprehensive training
- Introduce company culture and values
- Set clear expectations and goals
- Provide continuous feedback

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Onboarding Best Practices: Your Plan in Action

- Foster cross-functional understanding
- Explain your benefits package
- Evaluate and improve the onboarding process
- Follow up beyond the initial period

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CHALLENGES OF REMOTE ONBOARDING

Onboarding Remote Employees

- Provide equipment and access
- Schedule virtual introductions and networking opportunities
- Ensure familiarity with your communication tools
- Complete remote verification of Form I-9

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Onboarding Remote Employees

- Set up cultural training
- Establish frequent communication
- Encourage social interaction
- Provide access to resources
- Foster continuous learning and development

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COMPLIANCE AND EMPLOYEE ONBOARDING

Compliance Considerations

- Employment eligibility verification (Form I-9)
- Wage and hour laws (FLSA)
- NYS Wage Theft Prevention Act
- Anti-discrimination laws (EEO, ADA, ADEA, etc.)
- Health and safety regulations (OSHA)
- Tax forms and withholding

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Compliance Considerations

- Privacy and confidentiality
- Workers' compensation
- Employment contracts and offer letters
- Family and Medical Leave Act
- Employee benefits compliance
- Marketplace notice
- Affordable Care Act reporting
- COBRA notice
- Sexual harassment prevention training

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Compliance Considerations

- Company policies and employee handbook
- Background checks and drug testing
- Equal pay and compensation
- Immigration compliance
- Employee classification

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ONLINE ONBOARDING

Eliminate New Hire Onboarding Paperwork

- Onboarding can be tedious and inefficient
- Paperwork can be overwhelming for a new hire
- Keeping track of stacks of documents is not ideal for HR or hiring managers

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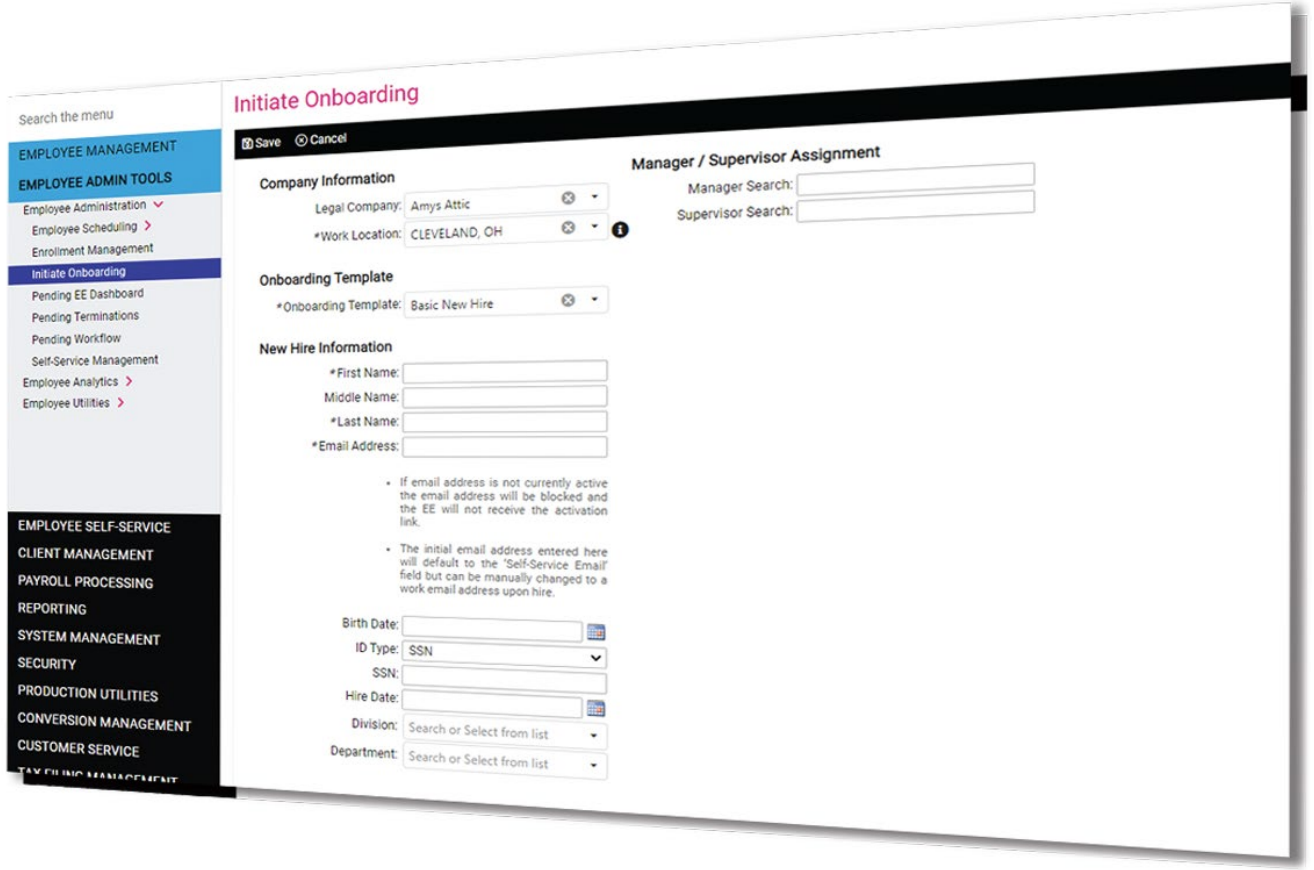
Fully Optimize Your Onboarding Process with isolved Employee Onboarding

- Built-in I-9 tool
- Electronic signatures
- Workflow automation
- Streamline processes
- Onboarding customization



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QUESTIONS

Continue the Conversation…

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