



CREATIVE EFFECTIVE ONBOARDING PROGRAMS FOR NEW HIRES

¹GURUJALA POOJITHA and ²Dr., M. ANNAPURNA

¹PG Scholar, ²Associate Professor,

^{1,2}Department of Management, Teegala Krishna Reddy Engineering College (UGC-Autonomous), Hyderabad,
Telangana, India

ABSTRACT: The onboarding process is a critical component of an organization's talent management strategy, shaping the initial experiences of new hires and influencing their long-term engagement and productivity. However, the effectiveness of onboarding programs varies widely across industries and companies. This abstract outlines key considerations and strategies for creating impactful onboarding programs that foster successful integration and maximize the potential of new employees.

Firstly, understanding the objectives and desired outcomes of the onboarding process is essential. Effective onboarding goes beyond administrative tasks; it should aim to accelerate the time to productivity, cultivate a sense of belonging and purpose, and align new hires with the organization's culture and values.

Secondly, a structured and comprehensive approach is crucial. This involves designing a well-defined onboarding plan that spans the pre-arrival, orientation, and integration phases. Pre-arrival activities may include providing informational resources, assigning pre-reading materials, and initiating introductions to key team members. Orientation sessions should cover organizational policies, procedures, and expectations, while also introducing new hires to their roles and responsibilities. Integration efforts should focus on facilitating social connections, mentorship opportunities, and ongoing support mechanisms.

Moreover, personalization is key to catering to the diverse needs and preferences of new hires. Tailoring onboarding experiences based on factors such as role, level of experience, and learning style can enhance engagement and retention. Incorporating feedback mechanisms allows for continuous improvement and adaptation of the onboarding process to meet evolving needs.

In conclusion, creating effective onboarding programs requires a strategic approach that encompasses clear objectives, structured processes, personalized experiences, technological integration, and a commitment to ongoing learning and development. By investing in comprehensive onboarding initiatives, organizations can set the stage for long-term success and cultivate a culture of excellence and engagement among their new hires.

INTRODUCTION

Everyone knows that starting a new job can be overwhelming and frightening. From trying to decide what to wear, to getting to the new office on time, to finding a parking space and then Trying to figure out where to go, that first day can be filled with uncertainty and anxiety. None of this uncertainty or anxiety experienced is even



including the fact that you now need training for your new job. At least if there is a solid employee Onboarding program in place to train the New employee, that area of anxiety is covered and addressed for the new employee.

“The joys of job hunting are nothing compared with the fun of starting work at a new firm. For many people, self-confidence and enthusiasm about a new job give way on the first day to anxiety and confusion. (What am I doing here? What do they expect of me? Who can I go to for help?)

How long that mental mayhem lasts--an hour or a few months--can depend a great deal on the quality of the employee Onboarding.

Onboarding is a process, not an event. It is part of the overall integration of new employees into An organization, by which it helps new employees adapt to the work environment and their jobs. Onboarding is, in fact, a training opportunity to promote organizational effectiveness from the start of a person's employment.

Successful Onboarding speeds up the adaptation process by helping new employees feel comfortable in the organization and by making them more productive on the job. The process approach to Onboarding also results in reduced employee turnover.”

For many years employee Onboarding has “applied to the narrow range of corporate activities related to sign-up’s and providing basic information. The goals of traditional Onboarding are relatively narrow: to get new hires on the payroll, signed up for benefits, and to provide a brief overview of the company’s culture, products and values.”

In today’s world most companies are recognizing that this type of simple generic Onboarding is not enough, a more complex employee Onboarding or Onboarding process is required. In order to be the most effective this process must be started immediately on the first day, and continue over a period of months. I see the employee Onboarding process as a way to start new employees off on the right foot.

Objectives of the study

Primary objectives:

To study the effectiveness of “Onboarding program” at various organization for the new employees.

Secondary objectives:

- To understand the existing Onboarding program.
- To analyze the various aspects involved in the Onboarding program.
- To gather inputs and suggestion from the top management.
- To provide suggestions for further improvement.

Scope of the study

- The study is an attempt to determine the effectiveness of the Onboarding program at every organization.



- The research was design to contact new recruits and collect data regarding the Onboarding process.
- A period of 45days was taken for completing this projec

RESEARCH METHODOLOGY

Research methodology is a way to systematically solve the research problem. Research methodology constitutes of research methods, selection criterion of research methods, used in context of research study and explanation of using of a particular method or technique so that research results are capable of being evaluated either by researcher himself or by others. Why a research study has been undertaken, how the research problem has been formulated, why data have been collected and what particular technique of analyzing data has been used and a best of similar other question are usually answered when we talk of Research methodology concerning a research problem or study. The main aim of research is to find out the truth which is hidden and which has not been discovered as yet.

Data Source

The data can be collected from two sources, i.e.

- PRIMARY &
- SECONDARY.

Primary data:

It is collected directly from people and organization via questionnaires or surveys before being analyzed to reach conclusions concerning the issues covered in the questionnaire or survey.

Various Sources:-

- QUESTIONNAIRE
- PERSONAL OBSERVATION

Secondary data:

Whereas secondary research is a means to reprocess and reuse collected information as an indication for betterments of the service or product. Both primary and secondary data are useful for businesses but both may differ from each other in various aspects.

Various Sources:-

- Newspapers
- Internet
- Prospectous

LIMITATION OF THE STUDY

- The sample size is very small, the results can't always be generalized to the entire population.



- Time constraints was the major limiting factor. Hence, only specify samples from the entire population were taken into consideration.
- The results obtained from the employees could be biased.

REVIEW OF LITERATURE

An effective way to deal with these new workplace challenges is to establish onboarding processes, for new-hires to be able to adjust quickly to the environment.

- 1) **Bauer (2010)** defines onboarding, also known as organizational socialization as “the process of helping new-hires adjust to social and performance aspects of their new jobs quickly and smoothly”. Other terms that are used include orientation, induction, organizational socialization and assimilation process.
- 2) **Portilla and Young (2010)** define induction as “the process of familiarizing new employees with whatever is necessary for them to feel at home and to understand and perform their duties efficiently”. These processes help the new-hire to feel welcome, ready for the job, and eager to join in and to contribute to the library’s mission.
- 3) **Bauer (2010)**. Every organization uses its own processes to help new-hires to learn the conduct and behaviour, obtain knowledge, and acquire skills that are required to perform effectively. Also the extent to which organizations plan and implement the onboarding processes vary from one organization to the other. One employee may be given a well-structured and systematic plan while others are left to “swim or sink”. In both instances the expectation is for new-hires to facilitate their own process with the objective of adjusting to their job environment, knowing what is expected of them, establishing relationships and building confidence to perform better in their jobs. (Bauer, 2010:1).
- 4) **Wallace (2009)** Onboarding has benefits to both the employee and organization. It builds confidence in the new-hire, helps the organization to manage well the talent of employees and also prevents likely staff turnovers caused by the frustrations of new-hires not understanding their roles. However, if the process is overlooked or poorly handled, onboarding often does not have the positive impact that it could, instead creating more challenges for the new-hire. It may result in a more overwhelming situation with piles of paperwork, busy coordinators or managers; and often missed details.
- 5) According to **Erlendsdóttir (1997)** Academic libraries play a vital role in supporting universities in realizing their goal. Educators, researchers and scholars rely on their library’s services to be able to participate globally in the knowledge economy (Maesaroh and Genoni, 2009:525). The increasing use of information technology by the networked global communities that are formed through information exchange requires the best



candidate to provide the service. Lately electronic access to resources has become a commodity academic libraries cannot fully function without. This suggests that academic libraries' new-hires should be well prepared to become part of the resources to help universities achieve their goal. A challenge arises in the notion that LIS graduates are not always fully prepared for their new job prospects and the responsibilities carried by the academic libraries may be overwhelming to a new librarian. The academic library environment has advanced beyond the training provided to students during their training course at LIS schools.

COMPANY PROFILE

Atticinfo is a Private incorporated on 05 January 2007. It is classified as Non-govt Company and is registered at Registrar of Companies, Hyderabad. Its authorized share capital is Rs. 25, 00,000 and its paid up capital is Rs.0. It is involved in Software publishing, consultancy and supply [Software publishing includes production, supply and documentation of ready-made (non-customized) software, operating systems software, business & other applications software, computer games software for all platforms. Consultancy includes providing the best solution in the form of custom software after analyzing the user's needs and problems. Custom software also includes made-to-order software based on orders from specific users. Also, included are writing of software of any kind following directives of the users; software maintenance, web-page design].

OUR VISION

“Our Vision is to offer our clients innovative and cost effective services to help them achieve their business goal in stipulated time by utilizing the modern techniques in Information Technology.

Our Partners





Clients



Approach

"We work with our clients closely to understand their functional needs to come up with the solutions which suit them the best. In fact we offer solutions, which would enhance their chances of achieving their business goals more effectively.

We tend to provide personalized solution in regard to the client's specific competency, which prove to be result oriented rather than just offering solution to meet their IT needs specified. This particular approach of ours makes us the preferred IT service provider for most of our repeat clients."

Our Vision

"Our Vision is to offer our clients innovative and cost effective services to help them achieve their business goal in stipulated time by utilizing the modern techniques in Information Technology.

Thus emerge as the most preferred Global IT service provider by organizations from different domains."

We've been designing and developing web sites and web apps for over 11 years (a few of us a lot longer!) and we're pretty sure we understand what our clients want; a quality product that works, delivered on time and on budget.

E-marketing newsletters

Using Attic info's branded email software we design your bespoke template, set up your user account and then train you to create, broadcast and measure the response to each mailshot. Our live editor allows you to see your email or newsletter as you build it - simply add your own text or images to your template.

DIGITAL MARKETING

We've helped create success in even the most competitive markets.

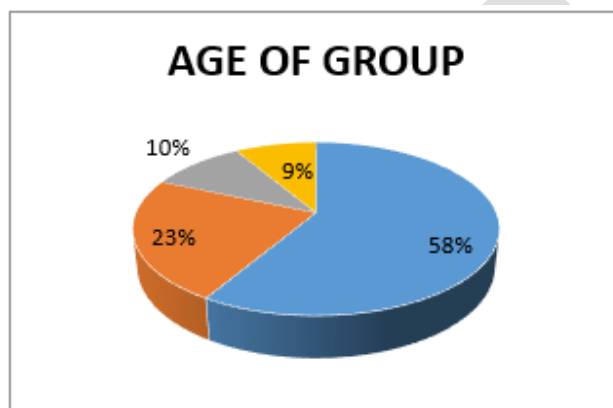
We take a creative but scientific approach to all our digital marketing campaigns, always using the right tool for the job.

DATA ANALYSIS AND INTERPRETATIONS

Table 1.1

AGE OF THE RESPONDENTS

AGE GROUP	RESPONDENTS	PERCENTAGE
BELOW 25 YRS	16	32
25YRS- 35YRS	27	54
ABOVE 35 YRS	7	14
TOTAL	50	100



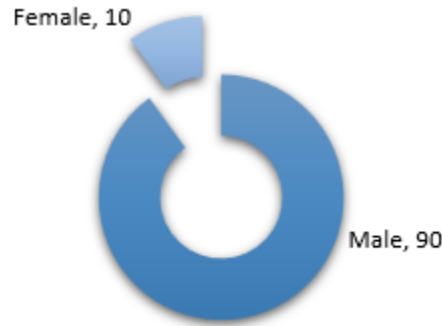
INFERENCE:

From the above table it can be inferred that 32% of the respondents are below 25 yrs of age, 54% of the respondents are between 25yrs-35 yrs of age and the remaining 14% of the respondents are above 35 yrs.

Table 1.2

Gender of the sample of employees

GENDER	RESPONDENTS	PERCENTAGE
Male	45	90
Female	5	10
Total	50	100



INFERENCE:

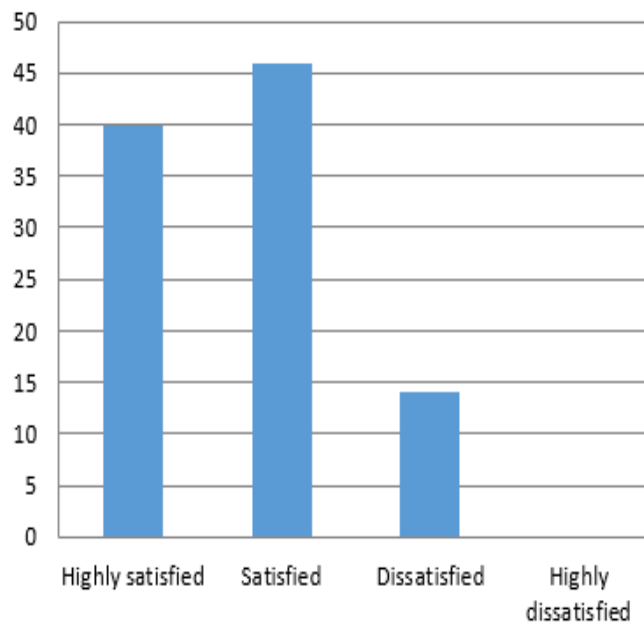
From the above table it is observed that 90% of the respondents are male and 10% of the respondents are female. Hence, majority of the respondents are male.

Table 1.3

Initial welcome to the organization

RESPONSE	RESPONDENTS	PERCENTAGE
Highly satisfied	20	40
Satisfied	23	46
Dissatisfied	7	14
Highly dissatisfied	0	0
Total	50	100

Initial Welcome



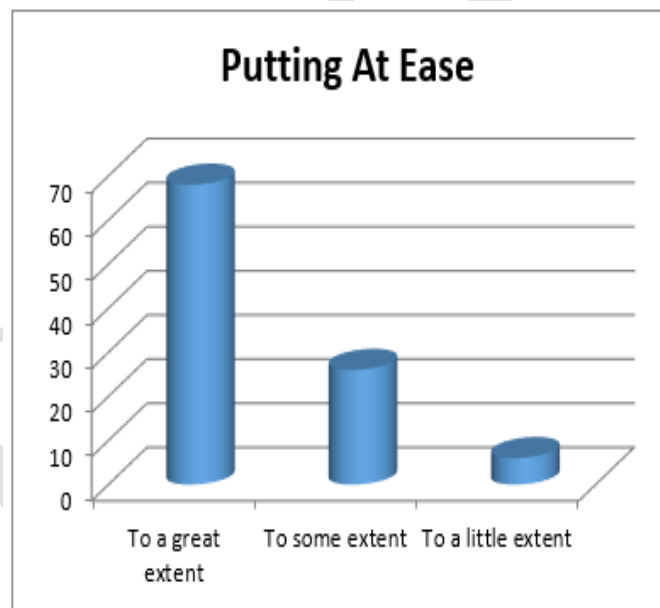
INFERENCE:

From the above table it is observed that 40% of the respondents are highly satisfied, 46% are satisfied, and the remaining 14% are dissatisfied regarding the initial welcome to the organization. Hence, majority of the respondents are satisfied he initial welcome to the organization.

Table 1.4

Programmer’s effectiveness of putting employees at ease

RESPONSE	RESPONDENTS	PERCENTAGE
To a great extent	34	68
To some extent	13	26
To a little extent	3	6
Total	50	100



INFERENCE:

From the above table it is inferred that 68% of the respondents are put at ease to a great extent, 26% of them to some extent and the remaining 6% to a little extent. Hence, majority of the respondents are put at ease to a great extent.



FINDINGS, SUGGESTIONS AND CONCLUSION

FINDING AND OBSERVATION.

Finding from the new recruits:

- Since the joining formalities are conducted at the same time as the Onboarding program, some respondents felt that they were unable to focus on the Onboarding part.
- A few respondents highlighted the fact that the Onboarding programme did not cover certain important areas such as financial results, career progression etc.
- As most of the new recruits did not possess the knowledge for navigating through the HR portal, they were unable to access information regarding promotion, transfer, pay, leaves etc.
- Few new recruits pointed out that information regarding training opportunities and self-development programmes could be made available during the Onboarding program.
- Few employees highlighted that the duration of Onboarding programme to be extended for few days in order to obtain detail information about the organization.
- Majority of the respondents felt that interactive sessions with seniors/experts would help them to perform better in their job.

Findings from the top management:

- Top management feels that it is necessary to include a mega site visit as a part of the Onboarding program.
- Slide show of the facilities available for the employees at the working site to be shown to the new recruits.
- Inspirational stories about employees who joins organization at a lower level and have risen to the top management needs to be shared with the new recruits in order to motivate them.

SUGGESTIONS

- It is suggested that the joining formalities be completed before the Onboarding programme.
- It is suggested that the Onboarding programme covers the following areas,
 - Financial results of the past.
 - Business plan for the next 5 years.
- HR Officer to guide the new recruits on how to navigate through the HR portal in order to obtain information related to employees.
- An employee's handbook with the following contents is required to be given to the new recruits.
 - Information regarding organization.
 - Information regarding employment.
 - Organization chart.
 - List of training programmes.
 - Information about awards and function.



- Guidelines of how to use the portal.
- Onboarding programme be made interactive with senior and experts addressing the recruitees. This will enable the new recruits to clarify doubts regarding their job and will result in better level of motivation.
- A slide show of facilities that is available at the work site like
 - Transport facilities.
 - Accommodation facilities
 - Recreation facilities.
 - Education of children.
 - Programs involving the families of the new employees.
 - Corporate social responsibility activities of the organization.
- Inspirational stories of employees who have grown from the lower level to the higher level in the organization with the new recruits.
- Inspirational feedback from satisfied clients of the organization can also be shared with the new recruits.

CONCLUSION

Successful Onboarding is a key part of any talent management strategy. With the high cost of recruiting, business leaders must understand that effectively integrating new hires into the organization is an important step to ensure their success. Understanding who owns the Onboarding process as a whole and who controls various steps in the process is vital to Onboarding success and sustainability over time. Simply writing down a formal plan will not help new employees succeed. The key is to engage important stakeholders and new employees in interactions that help them understand one another and how they interact over time. Used in conjunction with HRM best practices, effective Onboarding will result in a faster learning curve for new hires, improved communication and a more productive and engaged workforce.

REFERENCE

- [1] Ganvi Ranjitha, *Sheguri Kushma*, Boyala Bhavani, Classification And Detection Of Hyperspectral Images, International Journal of Multidisciplinary Engineering in Current Research - IJMEC Volume 8, Issue 4, April-2023, <http://ijmec.com/>, ISSN: 2456-4265.
- [2] Mohammed Riyaan, Mohammed Saif, Syed Mohtashim Ahmed, Khutaija Abid, Employing Machine Learning Algorithm To Decipher And Forecast Subjective Well Being, International Journal of Multidisciplinary Engineering in Current Research - IJMEC Volume 8, Issue 4, April-2023, <http://ijmec.com/>, ISSN: 2456-4265.



- [3] Chandra Singh, Ch. Nivas, G. Pranay Kumar, V. Manoj Kumar, A Hybrid Deep Transfer Learning Model With Machine Learning Methods For Face Mask Detection In The Era Of The Covid-19 Pandemic, International Journal of Multidisciplinary Engineering in Current Research - IJMEC Volume 8, Issue 4, April-2023, <http://ijmec.com/>, ISSN: 2456-4265.
- [4] Mohammed Rahmat Ali, Computer Forensics -An Introduction of New Face to the Digital World, International Journal on Recent and Innovation Trends in Computing and Communication, ISSN: 2321-8169-453 – 456, Volume: 5 Issue: 7
- [5] Mohammed Rahmat Ali, Digital Forensics and Artificial Intelligence ...A Study, International Journal of Innovative Science and Research Technology, ISSN:2456-2165, Volume: 5 Issue:12.
- [6] Mohammed Rahmat Ali, Usage of Technology in Small and Medium Scale Business, International Journal of Advanced Research in Science & Technology (IJARST), ISSN:2581-9429, Volume: 7 Issue:1, July 2020.

Websites

www.atticinfo.com

<http://humanresources.about.com/od/orientation/>

<http://psycnet.apa.org/journals/bul/86/3/493/>

<http://www.hrintelligenceblog.com/en/?p=785>