



BEGIN.

ONBOARDING AND INDUCTION.

**A GUIDE WITH ALL THE TOOLS,
TIPS AND GUIDANCE YOU NEED
TO DEVELOP AN ONBOARDING
PROGRAM FOR YOUR BUSINESS.**

Transitioning new hires into valuable team members requires an investment of time in building a consistent and repeatable onboarding process.

Success with this process will help you to foster the right culture, increase alignment with your company values and lay the right foundations to enable your new hire to rapidly move from rookie to valuable contributor.

ONBOARDING AND INDUCTION

Onboarding is the process that helps new employees shift from being outsiders to insiders with a sense of belonging to a business. It is the process of integrating a new employee with a company and its culture, as well as giving a new employee access to the tools, training, people and information needed to become a productive member of the team.

Effective onboarding starts well before the first day that your new employee walks through the door. In fact, it begins with the overall value that you have on offer to your people and the impression that you create through your recruitment and selection process.



The cost of recruitment including the hiring process, advertising, your team's time and agency costs can be upwards of \$10,000 per new hire.

A one-off investment of \$3300 +GST in your onboarding process can improve your business' new hire retention by 82% and productivity by over 70%.



The Focus HR Onboarding and Induction Guide contains the following essential components for you to develop your company's process.

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| <input checked="" type="checkbox"/> Welcome New Employee Information Sheet | <input checked="" type="checkbox"/> A Guide to Your Onboarding Buddy | <input checked="" type="checkbox"/> Employee Handbook |
| <input checked="" type="checkbox"/> Preboarding Checklist | <input checked="" type="checkbox"/> A Guide for Buddies | <input checked="" type="checkbox"/> Template Position Description |
| <input checked="" type="checkbox"/> Induction Sign Off Forms | <input checked="" type="checkbox"/> Training Skills Matrix | <input checked="" type="checkbox"/> Manager Check in – 1 Month |
| <input checked="" type="checkbox"/> Example Induction Trello Board | <input checked="" type="checkbox"/> Manager Check in – End of Week One | <input checked="" type="checkbox"/> Alignment & Clarity Conversation Template |
| <input checked="" type="checkbox"/> Guide to Creating the Buddy Program | <input checked="" type="checkbox"/> Stay Interview Guide | <input checked="" type="checkbox"/> Onboarding Team 1 on 1 Guide |
| <input checked="" type="checkbox"/> Effective Interviewing Guide | <input checked="" type="checkbox"/> First Few Months Expectations Conversation | <input checked="" type="checkbox"/> Probation Meeting Report |



We would love to chat to you about implementing our Onboarding and Induction Guide in your business.

Contact us for an obligation-free consultation on
Phone 07 4765 3456 www.focushr.com.au

