

# IMPROVING YOUR ONBOARDING PROGRAMME

Tips for staying ahead in the talent game

Evolution Recruitment Solutions is an award-winning executive search firm specialising in IT recruitment. Our candidate search capability involving our proprietary software lets you gain access to the best-matched candidates in the market.

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## What is Onboarding?

Onboarding is the process of integrating a new employee into an organisation and its culture. According to the Society for Human Resource Management, the advantages of having a structured onboarding programme are:



Higher retention rates. 69% of employees are more likely to stay with a company for 3 years if they experienced great onboarding.



Higher productivity. Organisation with a standard onboarding process experience 50% greater new-hire productivity.

Hiring new staff is expensive. It has been estimated to cost, on average, around US\$4,129 or S\$5,626 per hire. You do not want your good hires to leave shortly after they were hired as this wastes precious time and money. Helping your new hires navigate transition, addressing their new job anxieties and introducing them to the company's culture can also help them get productive quicker.

## Ten steps to successful onboarding

### 1 Explore & Sell

Take an interest in the candidate. Ask them what they want from the role. Use this information to help you sell your opportunity to them.

### 2 WOW Factor

Make the candidate feel wanted. Impress them. Show them around the workplace and facilities. Introduce them to their potential new colleagues.

### 3 Time Kills All Deals

Move quickly with any offer. Send out contracts and required paperwork as soon as possible. Candidates in short supply will have more than your offer to consider.

### 4 Communication

Be in close communication with your new hire. Check in regularly and invite them for lunch. Invite some of the team members to start building relationships with the new hire.

### 8 Plan

Hold an initial 30-60 minute meeting to update on any changes. Discuss timetable and immediate requirements. Introduce the new hire to colleagues and tour the workplace with them.

### 7 First Impression Counts

Be ready for your employee's first day. Ensure that their workspace and equipment are set up. Don't leave them to stand around feeling awkward.

### 6 Timetable

Create a timetable for the first week and give it to your new employee. This gives them an idea of what to expect and can help ease nerves.

### 5 Plan

Work with the new employee to create a plan. Ask for preferences on hardware and software. Discuss projects and future requirements to maintain their interest.

### 9 Use a Buddy System

Partner them up with a buddy to help them with any problems or questions they may have. Arrange for them to take the new employee for lunch.

### 10 Listen

Conduct regular reviews with the new staff members. Listen and take action. Don't just give them lip service.



**Chris Hopkins,**  
Regional Director APAC

“Successful onboarding is a key part of any talent management strategy. With the high cost of recruiting, it is important for business leaders to understand that effective integration of new hires is an important step in ensuring organisational success.”

## How we help clients

We are committed to helping people and organisations realise their potential. With our deep knowledge and expertise in IT recruitment, you get access to best-matched candidates available in the market. With the best talents on your side, you gain the competitive advantage to bring your business forward.

Contact us at (+65) 6511 4080 to find out more

Working *with* you to create a great recruitment experience

