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DATA & ANALYTICS TALENT MANAGERS

ON-BOARDING GUIDE



INTRODUCTION

Welcome to our onboarding guide! This guide is designed to help you seamlessly integrate your new employees into your business and ensure they feel welcome, supported, and prepared to contribute to your organisation's success. When making a new hire you will understand the importance of not only attracting but retaining top talent, and we want to help you achieve this by providing a smooth and effective onboarding experience.

In this guide, we will walk you through our onboarding process, and provide you with best practices and tips for maximising the success of your new hires. Whether you are hiring your first employee or scaling up your team, we are committed to supporting you every step of the way.



OFFER LETTER AND PRE-BOARDING



OFFER LETTER

Once you have identified and selected the ideal candidate, it's important to set the tone for a successful on-boarding journey from the very beginning. This starts with the offer letter and pre-boarding stage.

FROM THE EXPERTS

"Pre-boarding can help create a sense of belonging and help new hires feel more comfortable and prepared for their first day."

Elena Valentine,
CEO of Skill Scout.

TOP TIPS

- Provide your new hire with an offer letter that is clear and concise, outlining the details of their new role, responsibilities, compensation, and benefits.
- Make sure to communicate the next steps in the on-boarding process, including any paperwork that needs to be completed prior to their start date.
- To ensure a comprehensive pre-boarding experience send a welcome package, a virtual tour of the office, an introduction to team members on e-mail or chat groups and finally access to training resources or pre start material so that your new hire can hit the ground running.

FIRST DAY AND WEEK

The first day and week of a new job can be overwhelming, so it's important to make the transition as smooth as possible. A comprehensive onboarding experience is essential.



TOP TIPS

- On the first day have a plan in place to welcome your new hire.
- Introduce them to their team and give them a tour of the office.
- Provide them with a clear understanding of their role and responsibilities as well as setting clear expectations.
- It's also important to provide your new hire with the necessary tools and resources to be successful. This can include access to company software, equipment, and training materials.
- Provide a welcome pack. This could be as simple as a folder with key new starter documents, a welcome gift or some branded stationary.
- A virtual tour of the office can be a nice inclusive touch to any remote hires on their first day.

FROM THE EXPERTS

"Employees who went through a structured onboarding program were 69% more likely to stay with the organization for three years."

Report by the Society for Human Resource Management (SHRM).

"The best way to set clear expectations is by having regular check-ins with your new hire,"

Annissa Deshpande, Head of Talent Development at Atlassian.

"The top priority for companies is to provide a seamless and personalized onboarding experience."

LinkedIn's Global Talent Trends 2021 report

FIRST 90 DAYS

The first 90 days are crucial for a new hire's success in their role. Providing a variety of experiences during the first 90 days to help new hires feel connected to the company and its culture.

TOP TIPS

- Set up regular check-ins to assess progress and offer support and feedback.
- Provide opportunities for your new hire to connect with their team and other departments for example being able to attend company events.
- Ensure there are relevant training sessions.



FROM THE EXPERTS

"It's critical to provide your new hire with feedback on their performance, and to offer support and guidance when needed,"

Jeff Weiner,
former CEO of LinkedIn.

"It's important to focus on creating a sense of connection, purpose, and progress during the first 90 days,"

Michael Watkins,
Professor of Leadership and
Organizational Change at IMD Business
School.

FIRST 12 MONTHS

The first 12 months of employment are a critical time for your new hire.

According to a report by Glassdoor, "The first 90 days are not enough to get a comprehensive understanding of the company culture and job responsibilities." Therefore, it's important to have a long-term plan in place to ensure your new hire's success and retention.

The first year is critical to the success of an employee in their role and their overall experience with the company.

Cornucopia can provide ongoing support and resources to help you create a successful on-boarding journey for your new data leader, ensuring their long-term success and retention within your organisation.



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