



NEWS & VIEWS

On-Boarding: Doing Things Right, Right From The Start.

The latest term to make its way into the recruitment world is 'on-boarding.' This is not to be mistaken for employee orientation. Rather, on-boarding starts immediately after the offer is extended, not when the candidate is hired.



What does this mean? As the term implies, it is about getting the candidate on board with your company's policies and philosophies immediately. ReCareer's in-house approach gives it a distinct advantage over traditional recruiting agencies by making sure the candidates are aware of your corporate culture and workplace requirements, thus helping ease their transition into a new position. This will ensure they are contributing to your success quickly and enthusiastically.

In order to have a successful on-boarding program, it is helpful to create a checklist, which you can go through with your candidates. Some examples of items that may appear on your checklist would be:

- **Make sure you have their current address, where you can send your offer**
- **If you're sending on offer by courier, ensure someone will be there to receive it**
- **Make sure your candidates are aware of the timelines involved with the offer**
- **Ensure the candidate knows the appropriate manner in which to accept the offer**
- **Inform the candidate about any additional information they may need to provide**
- **If there are any tests or applications the candidates need to complete, ensure they are aware of them.**

Statistics – Why On-boarding Is So Important

With the anticipated workforce shortage over the next decade, On-boarding will become a vital component for companies. Quality talent will be harder to get and even harder to keep.

"25% of Fortune 500 managers change jobs each year."

"6.2 months is the breakeven point for new managers."

– Salary.com, 2007 Survey

"22% of staff turnover occurs in the first forty-five days of employment."

– The Wynhurst Group12

"46% of rookies wash out in their first 18 months" found a study of 20,000 new hired employees."

– Leadership IQ1

"New employees who went through a structured on-boarding program were 58% more likely to be with the organization after three years."

– The Wynhurst Group12

"Many companies leave executive on-boarding to chance, and as a result experience failure rates in excess of 50% when it comes to retaining new executive talent."

– Egon Zehnder International, 20075

"The cost of losing an employee in the first year is estimated to be at least three times salary."

– The Wynhurst Group12



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