

Standard Group Report (SAMPLE)



About this Sample Report

This report contains excerpts from the full OnBoarder **Standard Group Report**. OnBoarder has been designed to give organisations a deep understanding into the way in which new employees have been engaged and how effectively they have been prepared for the role for which they have been recruited.

The full Standard Group Report not only provides easy to interpret management information but also includes practical guidance and advice for HR and line managers on how to address the issues and challenges identified by the data.

The data can be broken down by various demographic and organisational characteristics so that you can identify whether the onboarding process has been consistent in your organisation, for example, across department, location, tenure or job type. As a result, interventions can be targeted much more accurately and effectively.

If you would like to view a full Standard Group Report or discuss how OnBoarder can be used in your organisation please contact TalentDrain on +44 (0) 870 760 6598.

Organisational Employee Engagement

i This section breaks down your new starter population in terms of their career intentions. Three groups of people are identified.






Example Engagement Profile

The overall level of engagement and career intentions of new starters is described as:

N		Your Employees	
27	WAS ALWAYS A TEMPORARY POSITION	22%	Leavers
9	CIRCUMSTANCES BEYOND MY CONTROL MEAN I MAY HAVE TO LEAVE		
40	UNDECIDED WHETHER TO PROGRESS MY CAREER HERE	38%	At Risk
21	DISSATISFIED WORKING HERE, CONSIDERING ALTERNATIVES		
64	PROGRESS MY CAREER FOR THE FORESEEABLE FUTURE	40%	Engaged

Your High Priority 'At Risk' Employees (38%, 61 People)

The following table summarises the **Turnover Drivers** that the 'At Risk' group identifies:

	The pay & benefits package
	The nature of the work itself
	Relationship between employees and management
	The degree of autonomy in your role
	The match between your expectations and reality

Your Engaged Employees (40%, 64 People)

This group of people see the organisation as a longer term employer. It is very likely that they have had a positive onboarding experience. **Retention Drivers** are summarised as:

<input checked="" type="checkbox"/>	Relationships with your colleagues
<input checked="" type="checkbox"/>	Relationships with your line manager
<input checked="" type="checkbox"/>	What we do as an organisation

Meeting of Expectations

i Most people will have an opinion on your organisation and what it might be like to work there. This opinion will be influenced by many factors such as what you do, others who work for you, past employees, media coverage, your website, recruitment literature and recruitment agencies. These opinions, or pre-joining expectations, can have a positive or negative impact on early engagement, productivity and retention.

Example Overall Ratings

Table A helps to understand how closely peoples' expectations of the job are being matched by the day-to-day reality of the role.

Table B looks at these expectations in relation to the organisation as a whole.

Table A. The Job

N		
18	Very Close Fit (No real differences)	11%
40	Close Fit (Some minor differences)	25%
56	Okay (Some differences)	35%
43	Poor Fit (Some major differences)	27%
4	No Pre-Joining Expectations	3%

Table B. The Organisation

N		
24	Very Close Fit (No real differences)	15%
52	Close Fit (Some minor differences)	32%
45	Okay (Some differences)	28%
30	Poor Fit (Some major differences)	19%
10	No Pre-Joining Expectations	6%

Attraction Factors Vs. Meeting of Expectations



When applying for a job, individuals will be more/ less attracted by different aspects of the package on offer. The extent to which these factors are subsequently met will have a significant impact on the individual's perception of the onboarding process.

To reflect this, this section of OnBoarder requires respondents to rate:

- The factors that attracted them to your organisation in the first place, and
- The extent to which these expectations have been fulfilled.

Example

Expectations Met	Expectations <u>NOT</u> Met
<ul style="list-style-type: none"> ▪ Potential for progression through the organisation ▪ Training and development opportunities ▪ The nature of the work itself ▪ What we do as an organisation 	<ul style="list-style-type: none"> ▪ Work-life balance on offer ▪ Our reputation as an employer ▪ The degree of autonomy in your role ▪ Mentoring from your line manager/ other

Induction Process

i The induction process new starters undertake is evaluated in this section. This section of the questionnaire will be customised to include the stages of your organisation's induction process.

Example Overall Rating

Respondents provide an overall rating for their induction process:

N		
33	EXCELLENT (No real room for improvement)	21%
55	GOOD (Small room for improvement)	34%
54	OKAY (Some room for improvement)	34%
19	POOR (Big room for improvement)	12%

Example Induction Process Step Evaluation

Each step of the induction process is rated by new starters **only** if the step described formed part of their induction programme. Identified below are those induction steps where there is a high level of satisfaction ('What we do well') and dissatisfaction ('May need to improve'):

What we do well	May need to improve
<ol style="list-style-type: none"> 1. Provision of appropriate equipment (phone, computer etc.) 2. Provision of staff handbook or similar information online 3. Introduction to appropriate colleagues 4. Instruction on how to carry out the role 5. Introduction to IT systems 6. Feedback on how you did during the recruitment process 7. Overview of the organisation's history and 'story' 8. Introduction to organisational culture and values 	<ol style="list-style-type: none"> 1. Registration on payroll (tax, bank details, etc.) 2. Registration for benefits (e.g. pension, private healthcare) 3. General introduction to the department 4. Explanation of performance review process (timing, your objectives etc.) 5. Notification of parking rules 6. Explanation of travel policy and procedure (e.g. breakdown, mileage etc) 7. Explanation of mobile phone policy and procedure (billing etc.) 8. Overview of Corporate strategy 9. Understanding this year's corporate goals

Recruitment Process



This section describes how your new starters have evaluated your recruitment process. Their evaluation is split into three areas; feedback on the information provided (or used) by the organisation during the recruitment process; feedback on specific stages of the recruitment process; feedback on the recruitment process overall.

OnBoarder will be customised to incorporate the specific stages of your organisation's recruitment processes.

Example Overall Rating

N		
41	EXCELLENT (No real room for improvement)	26%
61	GOOD (Small room for improvement)	38%
48	OKAY (Some room for improvement)	30%
11	POOR (Big room for improvement)	7%

Example Recruitment Process Evaluation

What we do well	Need to improve
<ul style="list-style-type: none"> ▪ TELEPHONE INTERVIEWER (Knowledgeable) ▪ 'FACE-TO-FACE' INTERVIEWER (Knowledgeable) ▪ 'FACE-TO-FACE' INTERVIEWER (Professional) 	<ul style="list-style-type: none"> ▪ SELECTION TESTS/ QUESTIONNAIRES (Unfair/ biased) ▪ ROLE-PLAY EXERCISE (Unfair/ biased) ▪ TEAM EXERCISE (Poorly designed) ▪ ASSESSMENT CENTRE (Unfair/ biased)

Summary

The aim of this report is to give the reader an indication of the type of information available from OnBoarder. The full Standard Group Report also contains practical guidance and advice throughout to help HR and line managers address the issues being raised by new starters.

The benefits of using OnBoarder include:

- **Validation of your Employee Value Proposition** – does the recruitment sales pitch live up to the reality of working for your organisation or is there a mismatch between the expectations of your new joiners and the reality of working for you?
- **Improves the effectiveness of the induction process** – shows whether the induction process is being applied consistently and effectively across the organisation. Do your new joiners receive an effective orientation and support needed to perform their role effectively as quickly as possible
- **Combat early disengagement** – OnBoarder identifies the proportions of new joiners who are showing signs of disengagement and what issues are driving their dissatisfaction.
- **Practical outcomes** – OnBoarder does not just provide the results, practical guidance and advice is also provided throughout the management reports to help HR and line managers address the issues raised.

If you would like to view a full report or discuss how OnBoarder can be used in your organisation please contact TalentDrain on +44 (0)870 760 6598 or visit us at www.talentdrain.com.