

HIRING & ONBOARDING BEST PRACTICES

The hiring process (all that stuff that comes after the conditional job offer, like drug screening and background checks) and the onboarding and engagement processes are the first real insights a new employee has into your organization, how it's run, and how they can expect to be treated as an employee. **TREAT YOUR NEW HIRES WELL, AND WORK HARD TO GET THEM TO ENGAGE WITH YOU EARLY ON.**

There are a lot of employment timelines available if you spend a few minutes looking around, but why look at those when you can look at this? We've combined important employment statistics with hiring, onboarding, and engagement activities to create this "dataline"—a timeline of events and ideas supported by data.

HIRING & ONBOARDING "DATALINE"

The early bird gets the worm! The average hiring process in the U.S. lasts 23.8 days, but it's less than half that for entry-level, low-skill jobs.

HIRING

Speed up your hiring process!

- Engage with candidates immediately after receiving an application; don't wait on an arbitrary application review date.
- Reconsider the applicability of background screens, multiple interviews, and multi-step pre-employment tests. Reducing or eliminating unnecessary steps can shave five to ten days of idle waiting time off your process.
- Don't ask candidates to visit your office multiple times. Process all paperwork in one visit, or offer an online system that can be accessed on a home computer or mobile device.

Half full or half empty? Neither is a good description of a newly hired workforce! It varies by industry, but our historical turnover data tell us that between 30 to 55% of turnover happens in the first 30 days.

ONBOARDING: DAYS 1 – 10

Get the job off to the right start!

- Before the first day: Provide an informational sheet that details where to go, what to wear, and who to ask for.
- Day 1: Provide a detailed, five-day training schedule, and offer an on-site orientation and welcome meeting.
- Day 2: Take the new employee to lunch.
- Day 3: Have the HR team conduct a check-in call.
- Days 5 – 10: Schedule a check-in meeting with the supervisor or team lead.
- Day 10: Give the employee some logo wear. Go team!

TLC matters—we mean tender loving care, not the band. Our survey results indicate up to 30% of workers might need extra attention at the 30-day mark.

EARLY ENGAGEMENT: DAYS 11 – 90

Ask for feedback, and intervene if necessary!

- Days 21 – 28: During this week, send a one-question survey asking about job satisfaction and offer a follow-up conversation if one is desired.

Seven weeks in heaven? Doesn't seem like people feel that way. Our average worker quits after only 279 hours, with the two most common reasons being "personal" and "other job with higher pay."

Make the job so good there's no reason to look around!

- Days 30, 60, and/or 90:
 - Offer a time-based wage increase as a retention incentive to help combat the desire to look around for a job with higher pay.
 - Supervisors should develop deeper rapport with team members, which can help motivate new employees and identify when "personal" reasons may affect employment.

This document was researched, analyzed, written, and prepared by Elwood Staffing®, one of the largest light industrial staffing firms in the United States. Since its founding in 1980, Elwood has attracted millions of candidates, made hundreds of thousands of placements, and served tens of thousands of clients. Each and every day, our interactions with job seekers, workers, and employers generate valuable data we continually develop into actionable insights that guide better business decisions. We love data, and we love to share our knowledge to help employers like you make informed decisions. We are committed to finding new and consistent ways of sharing the valuable insights we gain, and we hope you look to us as an advisor with the knowledge and capabilities to help you get ahead.

View more of our publications at www.ElwoodThinks.com

This publication is proprietary and confidential and intended for general purposes. Nothing contained, expressed, or implied herein is intended or shall be construed as legal advice, and no attorney-client relationship is formed. If you have questions about any law, statute, regulation, or requirement expressly or implicitly referenced, contact legal counsel of your choice.

