

Onboarding at JFCS for New Hires and Internal Moves

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"Employee experience is becoming the lens through which HR's work is viewed." Author unknown.

Timeframe (dependent on date of hire)	Topic/Activity
Pre-boarding	Offer letter
	Email or call from supervisor/team member prior to first day
	All staff email announcement of new hire
First Day Experience	Welcome; tour
	HR - orientation
	IT - equipment and training
Day 2 to 3 months	Contacted by Staff Association co-chair
	Data Privacy Training
	Safety tour
	Onboarding conversation – HR
	Performance Development Check-In
3 months	New Staff Breakfast
	90 day performance review
	Introduction at All Staff Meeting
6 months	6 month performance review
	Harassment Free Workplace Training
1 year	Supervisor Feedback Form-Voluntary
	Stay interviews

There are also the opportunities to join staff committees, attend lunch & learns, and participate in other learning opportunities/educational presentations.

Onboarding Conversation (with HR typically 6-9 weeks after start date)

Name: _____

Date: _____

What were the most helpful onboarding activities or information covered since you started with JFCS?

What activities or information do you feel was not helpful or not needed? Was there an activity or information that we should have provided, but didn't?

Any other suggestions for improving the onboarding process?

Do you have fun at work?

Is there anything you need to do your job better or is there a way that I or your supervisor could help you be more successful?

Do you have all the tools you need to succeed? (Note: this question may elicit info about requests for accommodation)

How frequently do you receive recognition from your supervisor?

What three words would you use to describe our culture?

Do you feel like your coworkers give each other respect?

Hypothetically, if you were to quit tomorrow, what would your reason be?

On a scale of 1 (poor) to 5 (excellent) what overall rating would you give your onboarding experience.

Stay Interviews January 12, 2016

The purpose of stay interviews is to find out more about your employees, their work styles, their work expectations and what motivates them. Pick the questions that you think best suits your employee's current situation.

Ask questions in a conversational and casual manner and don't forget the follow up questions. The most important element of stay interviews is to assure employees that their contributions are valued.

Opening the Stay Interview Examples

- I would like to talk with you about the reasons you stay with JFCS so I understand what I might be able to do to make this a great place to work for you.
- I'd like to have an informal talk with you to find out how the job is going so I can do my best to support you as your supervisor, particularly with issues within my control.

Questions

- What do you enjoy most about your job? What makes you jump out of bed in the morning?
- What do you like least? What makes you hit the snooze button?
- What makes you go above and beyond – put in extra time and energy?
- If you could change one thing about this department, what would it be?
- What are your career goals? What would you like to do more of/be exposed to?
- If you won the lottery and retired, what would you miss most?

Closing the Stay Interview Examples

To close the stay interview, summarize the key reasons the employee gave for staying or potentially leaving the agency, and work with the employee to develop a stay plan. Be sure to end on a positive note.

- Let me summarize what I heard you say about the reasons you stay at JFCS as well as reasons you might leave. Then, let's develop a plan to make this a great place for you to work.
- I appreciate you sharing your thoughts with me today. I am committed to doing what I can to make this a great place for you to work.

Additional stay interview questions:

Aspects of the job the employee enjoys:

- What are the favorite parts of your job?
- What is it about your job that brings you energy?
- Which projects this year have you been most proud of? Why?

Aspects of the job that are challenging for the employee:

- What would make your job more satisfying?
- If you could change one part of your current role, what would it be?

Employee's career aspirations:

- Let's blue-sky for a few minutes...if you could do anything for a living, what would it be? How can we bring a few of those "dream job" elements into your current role?
- What do you envision as the next step for you career-wise?
- What talents are not being used in your current role?
- What would you like to learn here?
- What might tempt you to leave?

As a leader, how can you help?

- How can we reconfigure your current role to help you grow your skills?
- What feedback do you have for me in the way that I interact with you?
- What can I do to best support you?