

# OnBoarder

## New hire report



**REPORT GENERATED:**

**01/10/2013**

**NEW HIRE:**

**JAYNE BRIGHT**

**SENSITIVITY:**

**PRIVATE & CONFIDENTIAL**



# Introduction

This report is confidential and is intended for use by relevant members of the HR team and **Jayne Bright** who completed the OnBoarder New Starter Questionnaire on **22/09/2013**.

This individual report has been created to enable you to focus on factors that are impacting on the level of engagement and initial day-to-day capability of a newly recruited employee. This report has also been designed to supplement OnBoarder group based reports that provide a strategic overview and identify broader trends within an onboarding process.

Before reading this report, it is recommended that you are clear on the following points:

- Why your organisation has decided to review its current on-boarding process (NB It will help you engage managers in the process if you can explain the reasons behind this process).
- How OnBoarder has been communicated around your organisation.
- The level of anonymity and confidentiality that has been promised to the new employees completing the questionnaire.
- How this level of anonymity and confidentiality will be respected during any follow-up conversations and action planning.
- The expected objectives and outcomes from discussing feedback with the individual.
- The person who will be responsible for conducting the feedback meeting; be it a trained HR professional or the individual's line manager.

## Who should have access to this report?

This report should be used and stored in accordance with the levels of anonymity and confidentiality promised to the individual in completing the questionnaire, and in line with your wider organisational policies on confidentiality and data protection.

Please ensure that whoever conducts any follow-up discussion with the new employee knows how to interpret the data within this report, that they have been properly briefed, and have the appropriate level of skills to conduct such a conversation.

**» Under no circumstances should the employee be sent this report in isolation.**

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# Onboarding profile

Based on the responses to the OnBoarder questionnaire, **Jayne Bright's** overall level of integration can be described as:

## Overall integration index



Jayne was asked to rate a number of factors, which together, form the overall onboarding experience at your organisation:

<b>A</b>	<b>Level of Engagement</b> - Undecided whether to progress my career here	<b>At Risk</b>
<b>B</b>	<b>Job Expectations</b> - Some differences between expectations & reality	<b>Okay Fit</b>
	<b>Organisational Expectations</b> - Some minor differences between expectations & reality	<b>Close Fit</b>
<b>C</b>	<b>Induction Process</b> - No real room for improvement	<b>Excellent</b>
<b>D</b>	<b>Recruitment Process</b> - Big room for improvement	<b>Poor</b>

## Performance

		1	2	3	4	5	6	7	8	9	10
<b>1</b>	<b>Clarity</b> How clear the new starter is in relation to what is expected of them and how their performance is measured.	■	■	■	■	■	■	■	■	□	□
<b>2</b>	<b>Confidence</b> The extent to which the new starter feels they will be successful.	■	■	■	■	■	□	□	□	□	□
<b>3</b>	<b>Enablement</b> The extent to which the new starter feels they have the necessary support to be successful.	■	■	□	□	□	□	□	□	□	□
<b>4</b>	<b>Impact</b> How well the new starter feels they are performing.	<b>Well above standard</b>									



## Level of engagement: 'At Risk'

The following table summarises the **Turnover Drivers** for Jayne Bright:

<input checked="" type="checkbox"/>	The pay & benefits package
<input checked="" type="checkbox"/>	The nature of the work itself
<input checked="" type="checkbox"/>	Relationship between employees and management
<input checked="" type="checkbox"/>	The degree of autonomy in your role
<input checked="" type="checkbox"/>	The match between your expectations and reality



# Meeting of expectations

The following table summarises Jayne's pre-joining expectations in relation to their job and the organisation:

<b>Job Expectations</b> - Some differences between expectations & reality	Okay Fit
<b>Organisational Expectations</b> - Some minor differences between expectations & reality	Close Fit

The following table identifies those factors that attracted Jayne to join the organisation initially, and evaluates the extent to which their expectations regarding the organisation and the job have been met.

		A	1	2	3
1	The pay & benefits package				
2	Potential for progression through the organisation	<input checked="" type="checkbox"/>			
3	Training and development opportunities				
4	Work-life balance on offer	<input checked="" type="checkbox"/>			
5	The calibre of our people				
6	The nature of the work itself				
7	Image/profile of the organisation	<input checked="" type="checkbox"/>			
8	The physical working environment				
9	Our reputation as an employer	<input checked="" type="checkbox"/>			
10	What we do as an organisation				
11	The degree of autonomy in your role				
12	Mentoring from your line-manager / other				

**Key:** **A** = Attraction Factor

1 No pre-joining expectations    
 2 Expectations **not** met    
 3 Expectations met



## Meeting of expectations (continued)

Jayne was given the opportunity to express in their own words whether the reality of working here has met their expectations:



# Performance

This Performance section looks at the crucial elements that drive performance, including how clear the new employee is in relation to what is expected of them and how their performance is measured, the extent to which they feel they will be successful, the feeling that they have the necessary support to do so, and finally how well they think they have actually started.

<b>Clarity</b>	I am clear about my overall role and responsibilities	Red
	I am clear about what I need to deliver in my first 12 months	Green
	I am clear about who my key customers/stakeholders are	Red
	I understand when my key performance deadlines are	Green
	I understand how my performance is measured	Green
	I am clear about how my performance will be reviewed	Green
	I am clear about how I am currently performing	Red
	I am clear about how my role contributes to the organisation being successful	Grey
	I am clear about how our team operates	Green
	I understand how to get things done around here	Green
<b>Confidence</b>	I am confident I can deliver what I need to over the next 12 months	Grey
	I believe my goals are achievable	Red
	I feel I have been set up to be successful by the organisation	Grey
	I feel my development plan will help me continue to improve	Green
	I am confident that my role adds value to the organisation	Green
	I believe I will be successful here	Green
	I feel positive about my future at the organisation	Grey
	I feel my manager has confidence in me	Red
<b>Enablement</b>	I have received the appropriate instructions on what I need to do	Grey
	I have received the training I need to do my job well	Green
	I have the resources to deliver what I need to over the next 12 months	Green
	I have the skills and capability to deliver what I need to over the next 12 months	Green
	My line manager and I have a development plan	Green
	I meet with my line manager as often as I would like	Grey
	I receive regular feedback from my line manager	Red
	I have the level of support I need from my team	Grey

Positive
  Unsure
  Negative



## Performance (Continued)

Impact looks at how well the new employee feels they are performing, what they think they are doing well and how they can improve. Jayne feels she is currently performing **well above**.

**What are you doing well in terms of your current performance?**

**What one thing will improve your performance?**



# Open ended questions

In the final section of the OnBoarder questionnaire Jayne had the opportunity to describe in their own words their feelings regarding the role and the organisation.

**What do you enjoy most about your job or where you work?**

**What, if anything, do you dislike most about your job or where you work?**



## About Jayne

<b>Gender</b>	Female
<b>Age</b>	31 – 35
<b>Ethnic Origin</b>	White British
<b>Educational Qualifications</b>	Degree
<b>Tenure</b>	6 months
<b>Department</b>	Marketing & Sales
<b>Job Title</b>	Sales Manager (London)
<b>Occupation</b>	Managerial
<b>Position Type</b>	Part Time, Permanent
<b>Recruitment Channel</b>	Via an online advertisement

## Additional notes

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