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OnBoarder

Personal new hire report

Report for Jayne Bright

Date Completed: 01/02/2024

Private & Confidential

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This report is confidential and is intended for access by relevant members of the HR team and **Jayne Bright** who completed the OnBoarder New Starter Questionnaire on **01/02/2024**.

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:

- 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.

Jayne's Engagement

Engaged | I wish to progress my career here for the foreseeable future



Retention Drivers:

The pay & benefits package; Training and development opportunities

Pre-Joining Expectations

Job Role

Very close fit between expectations and reality, no real differences



Organisation

Poor fit between expectations and reality, some major differences



Process

Induction

Excellent, no real room for improvement



Recruitment

Poor, big room for improvement



Performance

Clarity

What is expected and understands how performance is measured.



Confidence

The extent to which the new starter feels they will be successful.



Enablement

The extent to which the new starter feels they have the support they need.



Impact

How well the new starter feels they are performing.



Brand Impact

Promote

Would recommend as a place to work.



Proud

Not proud to work for the organisation.



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 and the feeling that they have the necessary support to do so.

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

+ Positive

U Unsure

- Negative

Impact

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 that her current performance is **well above standard**.

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

Sample comment about what I am doing well at in terms of my overall performance.

What one thing will improve your performance? *

Sample comment about what one thing will improve my performance.

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 Jayne enjoys most:

Sample comment about what I enjoy most about my job.

What Jayne dislikes:

Sample comment about what I dislike most about my job.

