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# OnBoarder

Personal new hire report

Report for Jayne Bright Start date: 22<sup>nd</sup> June 2016

# Private & Confidential

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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 **22/09/2016**.

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 guestionnaire.
- 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.

## Engagement

# At-Risk Undecided whether to progress my career here

Turnover Drivers:

Job Satisfaction; Career Progression; Salary & Rewards; Personal Growth

# **Pre-Joining Expectations**



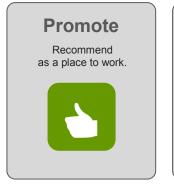
#### **Process**



#### Performance



# **Brand Impact**





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.

	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
rity	I understand how my performance is measured
Clarity	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
	I am confident I can deliver what I need to over the next 12 months
	I believe my goals are achievable
ce	I feel I have been set up to be successful by the organisation
Confidence	I feel my development plan will help me continue to improve
nfic	I am confident that my role adds value to the organisation
Co	I believe I will be successful here
	I feel positive about my future at the organisation
	I feel my manager has confidence in me
	I have received the appropriate instructions on what I need to do
	I have received the training I need to do my job well
ent	I have the resources to deliver what I need to over the next 12 months
m	I have the skills and capability to deliver what I need to over the next 12 months
əlqı	My line manager and I have a development plan
Enablement	I meet with my line manager as often as I would like
	I receive regular feedback from my line manager
	I have the level of support I need from my team







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?

In terms of my current performance		

# What one thing will improve your performance?

The one thing that will improve my performance		

Own Words

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?

Wha	at I enjoy most		

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

What I dislike	)		

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

Additional notes

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Candidate: Jayne Bright Report Generated: 22/09/2016