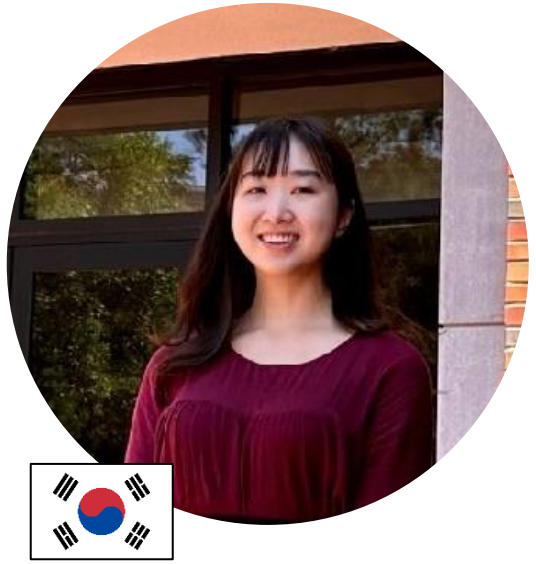
An onboarding for

FICTITIOUS.INC

by C&H Solutions



Chaewon Kim

Ph.D Student, Instructional Design & Learning Technologies, Florida State University

Huong “Jean” Truong

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#GoNOLES!

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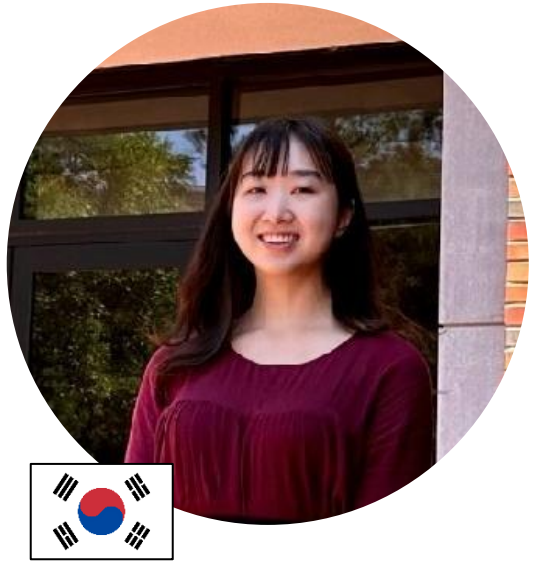

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If there is one thing we know more than Instructional Design & Technologies

It’s being an

employee!

EXECUTIVE SUMMARY

What “Fictitious, Inc.” says they need

“New employees need to be ready to work on the contract **as quickly as possible**.”

“Some new hires work in…Indiana,… remotely from home,… outside from the US, … on-site with clients.”

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What “Fictitious, Inc.” says they need

“New employees need to be ready to work on the contract **as quickly as possible**.”

Fast onboarding

“Some new hires work in…Indiana,… **remotely from home**,… **outside from the US**, … **on-site with clients**.”

100% online

What “Fictitious, Inc.” truly needs

Fast onboarding

100% virtual **with offline touch**

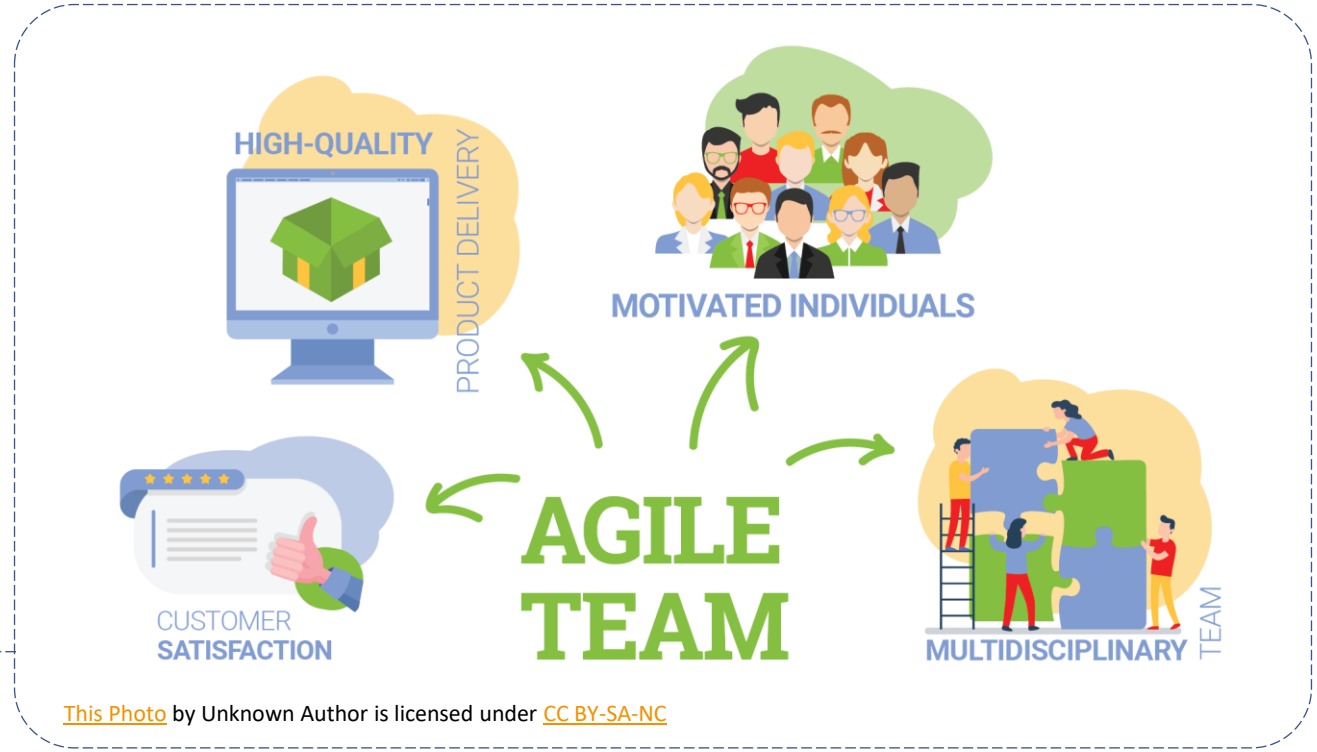
Teamwork enhancement

What “Fictitious, Inc.” truly needs

Fast onboarding

100% virtual with offline touch

Teamwork enhancement



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What “Fictitious, Inc.” truly needs

Fast onboarding

100% virtual **with offline touch**

Teamwork enhancement

Home and technology support has a positive impact on productivity while WFH.

(Anakpo, Nqwayibana & Mishi, 2023)

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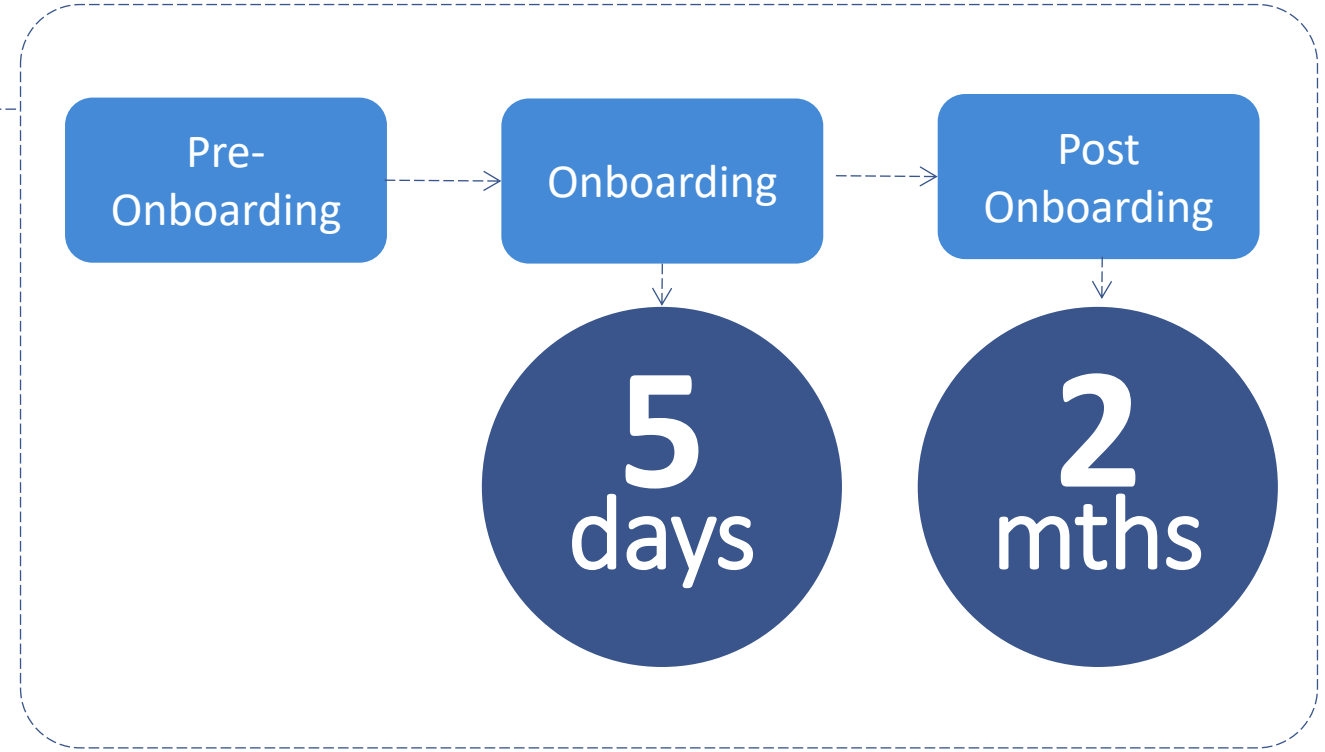
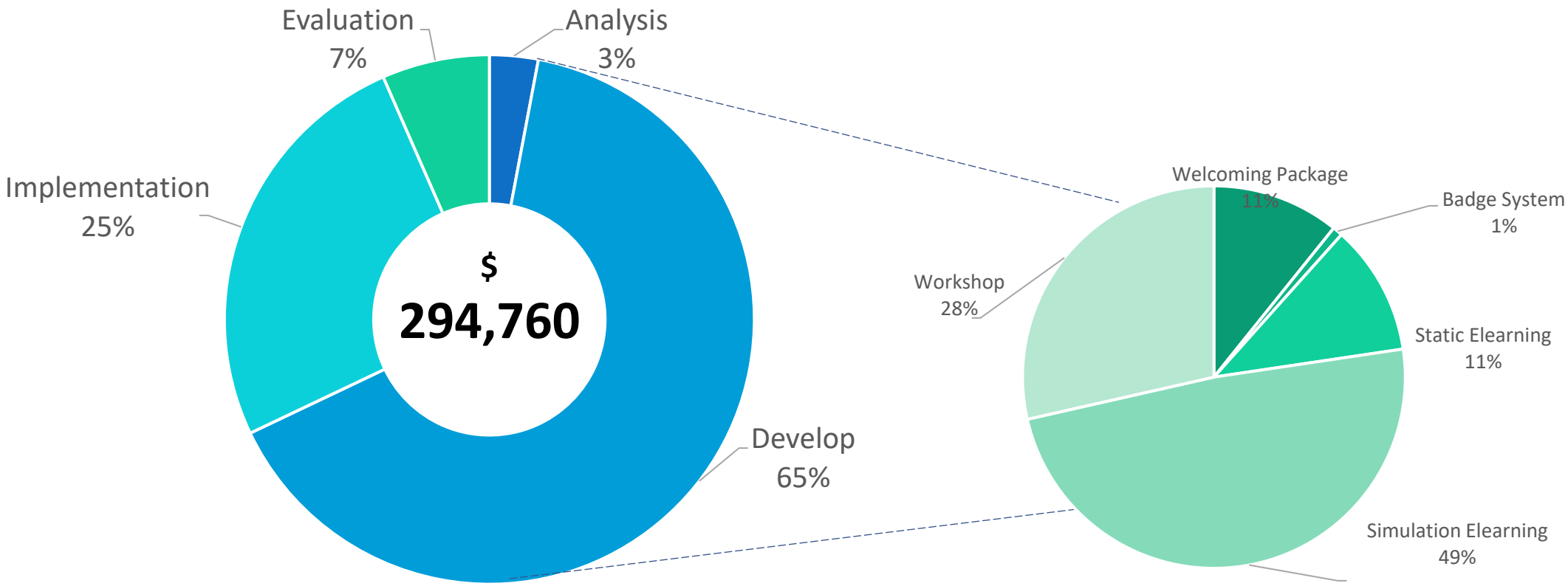
What “Fictitious, Inc.” truly needs

- Fast onboarding
- 100% virtual with offline touch
- Teamwork enhancement



Budget Breakdown



EXECUTIVE SUMMARY

Synergy
The best opportunity for employees to mingle in the culture

Fast
Five intensive days and two-months-long monitoring!

Inexpensive
Significantly lower cost compared to typical solutions

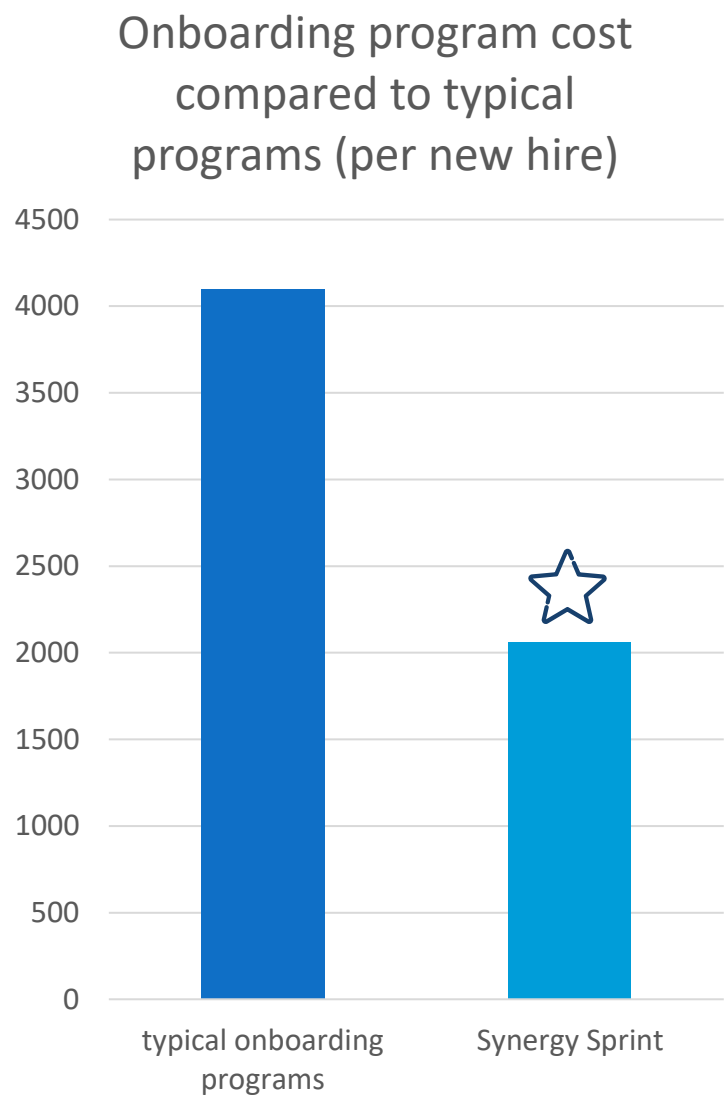
It's inexpensive.

What's better is that...

It will become **cheaper and cheaper** as the company grows bigger and new employees are hired more.

From our three prototypes produced by rapid prototyping, you can **easily make adjustments** to the onboarding program if needed.

We get the most out of your **existing technologies.**



It's fast.

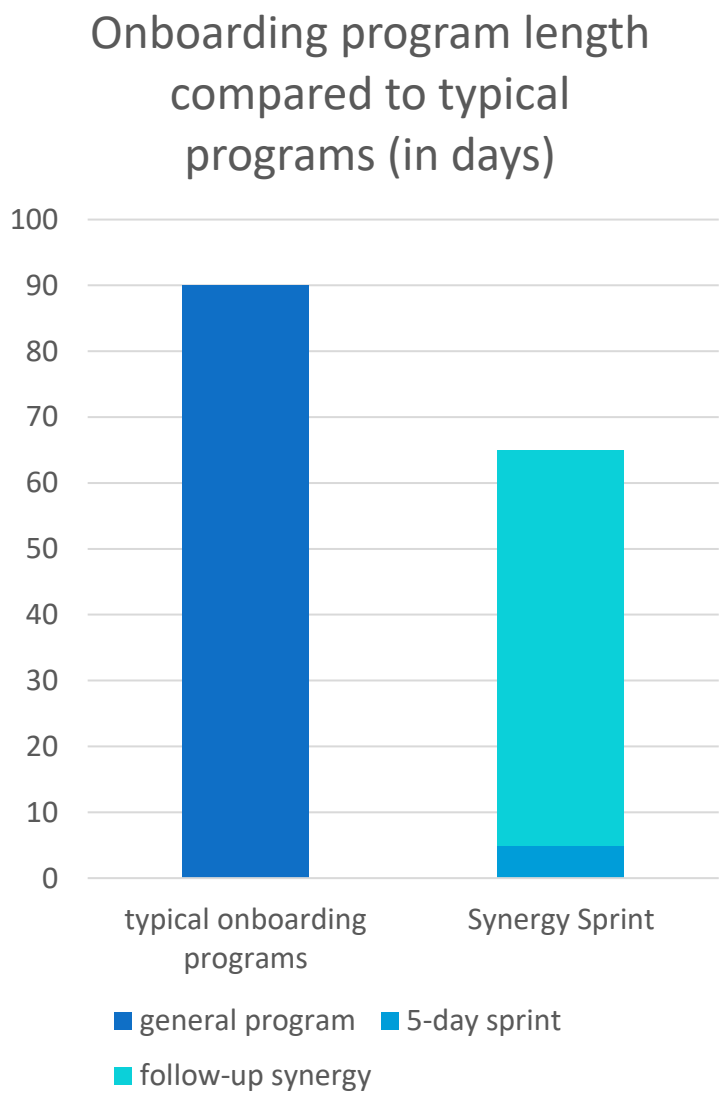
And it covers all of your needs!

Administrative knowledge
Is included in Day 1&2 asynchronous
Modules.

Integity, Commitment, and
Accountability will be the
Themes of Day 2, 3, and 4
Synchronous modules.

Employees will practice administrative
Procedures during the follow-up
60 days when they still have support
From reflections and newsletters.

Employees will learn work
Procedures while working
On the mock project.



It's synergizing.

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Team Assembly & Ice Breaking	**Workshop 1:** Alignment	**Workshop 2:** Prototype	**Workshop 3:** Deployment	**Workshop 4:** Reflection
Team Challenge Briefing	Commitment	Accountability	Integrity	

Employees can adapt to collaborative culture

Employees can build connections to get started with

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Flexibility
It all fits the employees in different situations!

Motivation
This onboarding makes people excited about their job!

Responsibility
It follows up to make sure they're doing fine.

It's flexible.

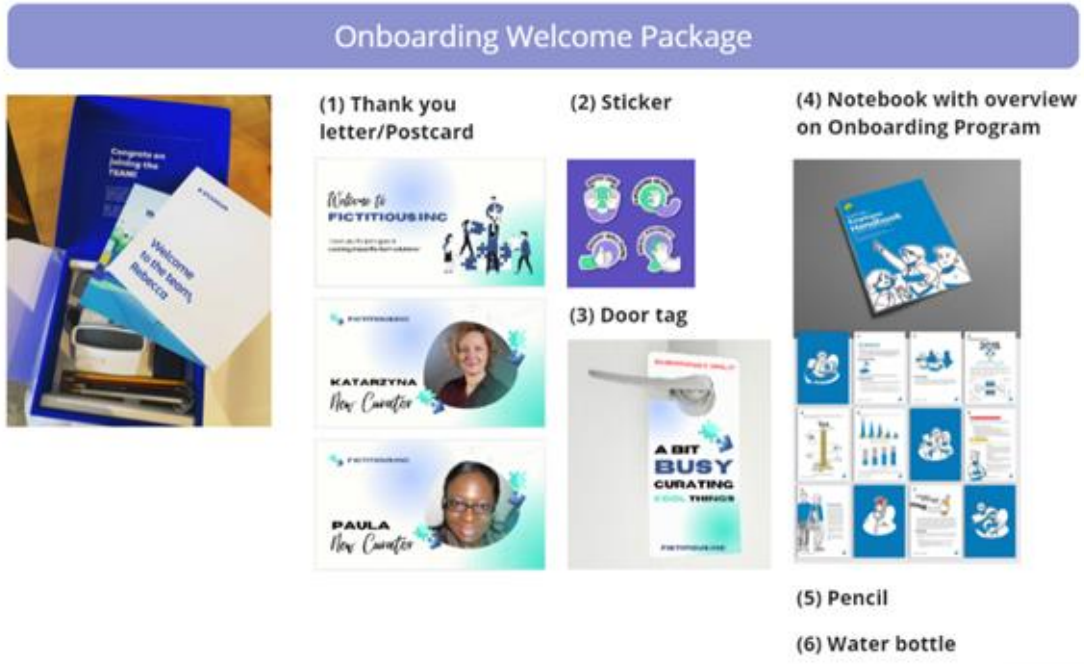
We acknowledge that the employees are around the world…
So they can work flexibly on self-paced e-learning modules!

Only 3 hours per day is dedicated to mock team project, which only the team members (no more than 8) have to be synchronously active.

It is designed for employees to balance their work with life, thus making their work at “Fictitious, Inc.” even more **sustainable**.

Flexible modules are focused on administrative and personal procedure knowledge, which employees will revisit many times as they work. **The information will be always there on the LMS!**

It's motivating.



Mastery badges (2)

Team-awarded performance Badges (2)

Individually awarded performance Badges (4)

Also can be evidence for employee review!

It's responsible.

Employees will write voluntary **reflections** on LMS about their work experience.
It is private but the writers can select viewers within the intranet if they feel the need.
It serves as supplementary material for the employee review as well.

Monthly **newsletters** are sent out from HR.
Contents: job aid on procedures
energy level check-in
useful resources and tips for new employees

The Kirkpatrick model is used for **Learner evaluation**.
Reaction via surveys
Learning via LMS activities
Behavior via peer observations
Results via project outcomes, turnover data, employee review, etc.

Full-scope evaluation model is used for **Program evaluation**.
Formative evaluation via meetings
Summative evaluation via surveys
Confirmative evaluation via delayed interviews
Meta-evaluation after each business cycle

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Autonomy
Pick your favorite from our three prototypes!

Feasibility
It makes the best use out of existing systems!

Readiness
We will demonstrate a part of the expected outputs.

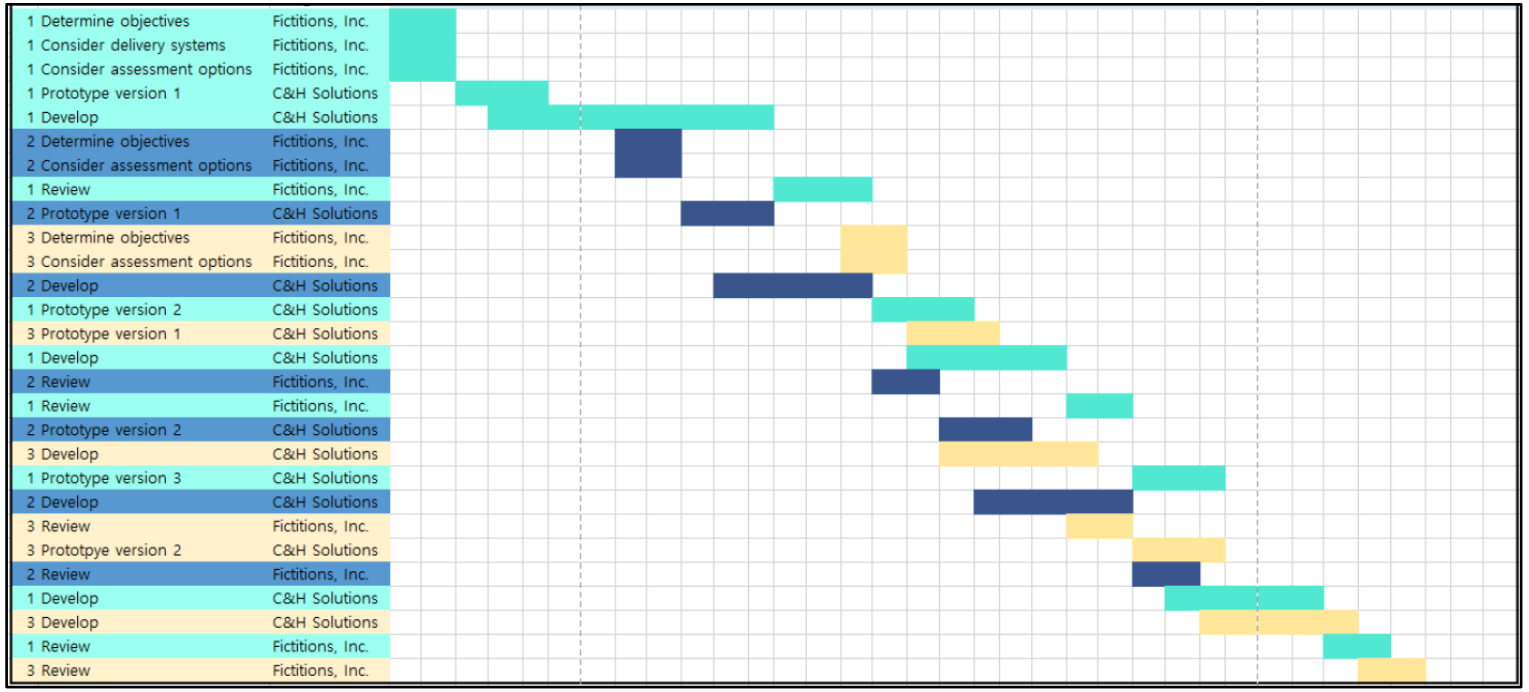
Flexibility
It all fits the employees in different situations!

Motivation
This onboarding makes people excited about their job!

Responsibility
It follows up to make sure they're doing fine.

It's up to you.

Rapid Prototyping model
resulting in 3 prototypes in 5 months



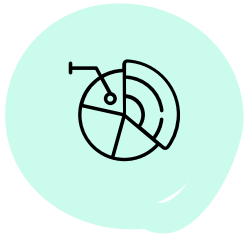
It's feasible/compatible.

Intranet

Intranet is used for newsletters and synchronous modules.

LMS

LMS is used for hosting the general onboarding-related materials.



Training

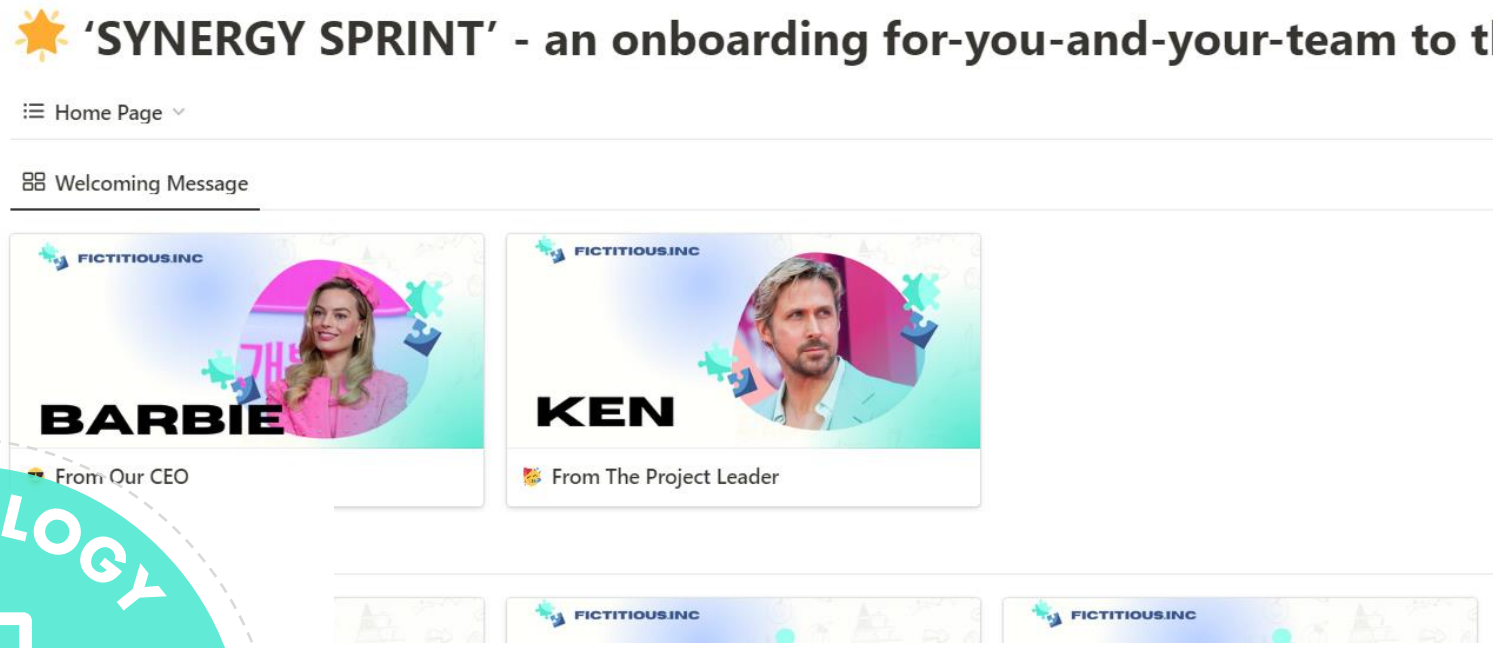
New employees will learn to navigate the company's administrative system during the onboarding program.

Assessment

The rubrics for assessing employees and project outputs will be based on existing ones.

Altogether, it means less hassle to go through!

It's ready to go.



TECHNOLOGY

AN ENHANCED “U” FOR A SYNERGIZED “US”