



Can Adapting A Workflow Builder Tool Improve the Effectiveness and Result Over Traditional Methods of the Onboarding Process?

DTSL7 – Digital And Technology Solutions Specialist (MSc)

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Introduction

Problem Context:

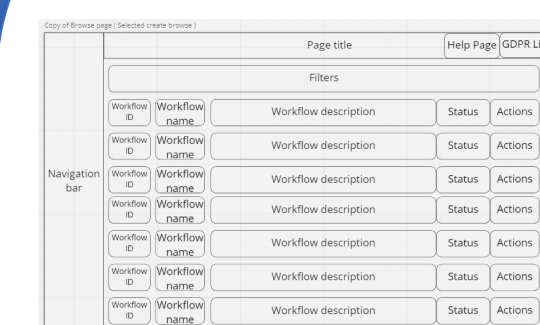
- Onboarding is vital for the growth of every organization. However, ongoing challenges can hinder that growth for companies and new employees.
- Over 1/3 of companies do not have a structured onboarding process.
- The consequences of poor onboarding had led to a major cause of employee turnover.

Project Requirements:

- This workflow system can highlight the potential benefit to creating a process which guides the user/hire through a particular process.

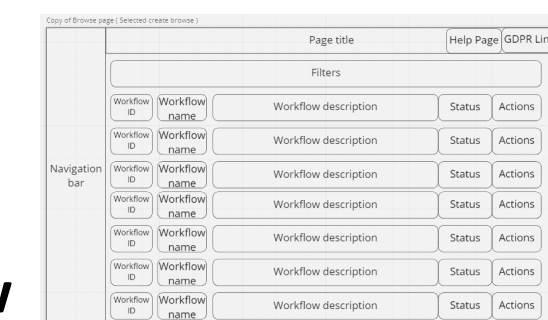


Results



Browse workflow page will allow the user to select their next packaged workflow (a packaged workflow is a collection of inbuilt steps)

Step page will allow the user to complete each required step before completing the **workflow**



Aims & Objectives

We aimed to design, develop, and implement a Proof of Concept (PoC) to aid new hires through the onboarding process using a workflow system, which provides a 1-2-1 contact with multiple levels of management.

The onboarding objectives were to:

Objective #1

Implement a working PoC utilising full stack front-end and backend concurrent technologies.

Objective #2

Design a visual front-end to provide the user with the required details.

Objective #3

Design, create, and implement a backend to effectively manage user process with CRUD ability.

Objective #4

Implement and utilise the CI/CD process using GitHub actions to align more to an Agile method.

Objective #5

Provide users with a status of onboarding process.

Approach

Requirements Elicitation & Analysis

Within this section; we found that we could use requirements discovery to find the best methods for the customer, requirements workshops to best understand how to perform the methods correctly, and survey (before and after) to better understand the target audience and track progress metrics.

Requirements Discovery

- Meetings with the client helped to facilitate gathering the facts for the PoC into functional and non-functional requirements.

Requirements Workshops

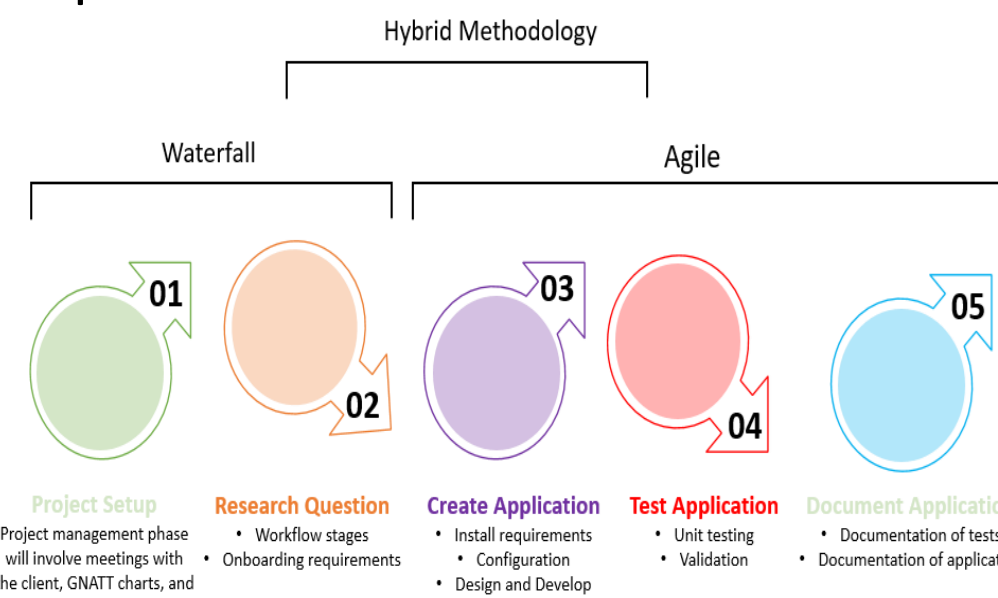
- The workshop will involve understanding the issue, and how to implement a PoC to overcome the current system.

Survey

- A survey will be produced to measure a new hire's feedback on using the workflow system.
- The metrics will be based on a star system (1-5), helping to understand areas which may need monitoring and improving.

Process and Methodology

- Hybrid methodology; Waterfall & Agile would suit this project. As technology is adapting, an iterative approach would be used to adapt to changes and influence inputs from the qualitative feedback from user evaluations.

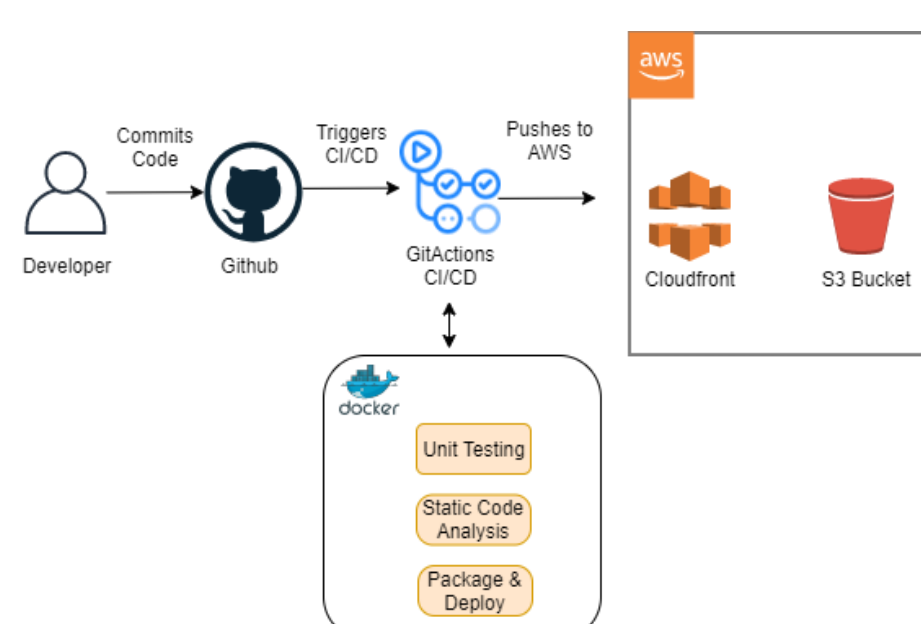


Literature Review

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System Overview



Using a serverless approach, this gives us the ability to commit code to the GitHub repo which triggers a **continuous integration** testing workflow. The workflow will check consistency in quality of code such as linting, unit testing, and static code analysis.

User page – will entitle the manager and user to be able to track their progress, whilst using functional visual aids to help ease the new hire.

As a Proof of Concept, this could be implemented to the wider staff groups (cleaners, security, et al).

Conclusion

The final product for the PoC met the requirements of the client, who were extremely satisfied of the work carried out and the results.

The outcome from the client-side is to collect all information, resources, and links in order to pass this across to a “testing team” for their own development piece. The proposed idea of creating departmental workflows was met with excitement, instead of using the current standard of 1 size fits all.

The comments received were that this development idea is “up to date, and what we needed” – meaning they agree the current onboarding process needs updating.

In conclusion, it has been shown that the onboarding tool can improve collaboration, retention, and decrease employee turnover which have been identified previously as required areas of improvement.

Using the CI/CD Pipeline helped to keep the code consistent and run through unit tests to ensure the code is safe.

Overall, the feedback was great because I managed this project, set guidelines and timeline and really explored how to improve the organisation in an area it was lacking.