EFFECTIVE EVOLUTION OF ONBOARDING IN INFORMATION TECHNOLOGY (IT) SECTOR

By

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BONAFIDE CERTIFICATE

This is to certify that this Report titled. "**EFFECTIVE EVOLUTION OF ONBOARDING IN INFORMATION TECHNOLOGY (IT) SECTOR**" is the Bonafide work of **HARI PRASATH N, REG. NO: 412523631044** who, carried out the research under my supervision. Certified further, that to the best of my knowledge the work reported herein does not form part of any other project report on dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

MR. K.Murgan

Signature of the Guide

DECLARATION

I, **HARI PRASATH N**, hereby declare that the Project report, entitled "**EFFECTIVE EVOLUTION OF ONBOARDING IN INFORMATION TECHNOLOGY(IT)**" submitted to Anna university, Chennai in partial fulfillment of the requirement for the award of the degree of MASTER OF BUSINESS ADMINISTRATION is record of original and independent research work done by me during APRIL, 2024 under the supervision of **MR. K.Murgan, Associate professor**, Department of Management Studies, and it has not formed the basis for the degree or other similar title to any candidate of any university.

HARI PRASATH N

(With sign)

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HARI PRASATH

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1

1.1 Introduction

Onboarding refers to the process of integrating new employees into an organization and ensuring that they become productive and engaged members of the team. A well-designed onboarding process can have a significant impact on the success of new hires, as it sets the tone for their experience with the company and provides them with the tools and resources they need to perform their job effectively.

The organization must prepare for the onboarding process in order to provide new hires with the necessary knowledge about the company's aims. The efficacy of onboarding implementation determines the onboarding success rate. The entirety of the company's system workflow and the primary responsibilities of workers must be covered in the onboarding materials.

1.2 Introduction to onboarding in IT Sector

Effective onboarding is especially vital in the Information Technology (IT) sector because of its fast-paced and constantly-changing environment. Onboarding, which is the process of acclimating new hires to the culture, procedures, and rules of a company, is an essential aspect in determining the success and retention of talent in the IT sector. One cannot emphasize the significance of onboarding as a strategic instrument for talent acquisition and retention, given the fast advancement of technology and the fierce competition for highly qualified people.

The approach to onboarding must go beyond basic orientation in the IT sector, where creativity and flexibility are critical, to guarantee that new workers have the resources, knowledge, and abilities necessary to contribute right away. In contrast with other sectors, the IT industry frequently demands employees to acquire on complex technologies, processes, and tools rapidly. As a result, a well-thought-out onboarding procedure is crucial to minimizing employees' learning curves and increasing their output.

Teams in the IT industry frequently collaborate on a variety of projects and activities. Thus, in this environment, successful onboarding goes beyond simple individual assimilation

and include understanding project guidelines, incorporating into teams, and motivating team members—many of whom are geographically dispersed—to collaborate.

The IT industry is known for its highly competitive job market and strong demand for specialized skills, which create challenges in hiring and keeping people. Employers can gain a competitive edge by offering a thorough onboarding program that invites top people and guarantees their long-term loyalty to the organization.

1.3 Review of literature

1. Brett S. Bowers, Alfred E. Thal, Jr., John J. Elshaw, 2023. Effective onboarding significantly impacts job satisfaction, organizational commitment, and job embeddedness, which are negatively correlated with turnover. The authors found that a new employee's onboarding experience plays a significant role in shaping three variables negatively correlated with turnover: job satisfaction, organizational commitment and job embeddedness. More specifically, job satisfaction appears to be more correlated with the concrete, well-defined aspects of the onboarding experience. Furthermore, the highest level of Bauer's onboarding model, connection, showed significant correlation with nearly all components of organizational commitment and job embeddedness.

2. Agnieszka Krugiełka, G. Bartkowiak, A. Knap-Stefaniuk, Ewa Sowa-Behtane, R. Dachowski, 2023. Manufacturing companies assign a buddy to new employees in their onboarding process more often than trading and service companies, while no significant differences were found between company types and onboarding practices. The conclusions obtained from the research, apart from the cognitive value, have an application value, e.g., regarding the recruitment of HR specialists.

3. Sara Petrilli, L. Galuppo, S. Ripamonti, 2022. An exploratory qualitative study was conducted in which participants were asked to fill in ethnographic sheets in order to understand the barriers and facilitators that organizations can implement to improve the digital onboarding experience .They argue that a structured digital onboarding program could be a relevant step in order to implement an effective transition towards remote working cultures and an attention to socialization.

4. K. Sani, T. Adisa, O. Adekoya, E. Oruh, 2022. Digital onboarding significantly impacts employee outcomes, leading to dwindling social connectedness, meaningless work, and poor employee relations. For new employees, besides acquiring the digital skills that are essential in the workplace, they must accept the changing digital landscape in order to practice effective communication and align their goals and values with those of their organisation.

5. S. Sambare, Akriti Singh, Chirag Kriplani, Shweta E. Kale, Tanuj Balkhande, 2022. Automating critical tasks in the onboarding process can increase employee satisfaction and decrease HR workload, while improving the onboarding experience.

6.An Ju, Hitesh Sajnani, Scot Kelly, Kim Herzig, 2021. New developers' onboarding experiences are influenced by tasks, learning, confidence building, and socialization, and managers often use unknowingly effective strategies to improve their onboarding processes.

7. Gaurav G. Sharma, Klaas-Jan Stol, 2020. Supporting new hires is crucial for onboarding success, and job satisfaction mediates the relationship between onboarding success and turnover intention for software professionals.

8. Putu Yudia Pratiwi, R. Ferdiana, Rudy Hartanto, 2018. The high level of employee turnover caused by many things, one of them is employee dissatisfaction. Onboarding process is one of the ways that can be used to introduce the new employee to the culture and work environment so that it can develop job satisfaction and convenience. The interview was conducted with the leaders of six start-up's in Yogyakarta, while questionnaires were distributed to employee in each start-up who have worked for about one year. Start-up's in software engineering have a below-80% average onboarding process, with documentation being the lowest score at 67%, highlighting the need for improved documentation in onboarding.

9. N. Kumar, nbsp Dr. Suruchi Pandey, 2017. The objective of the study is to analyse the present on boarding process in the organization and to find the most critical phase of the on boarding process in the organization.it is found that Most new employees are dissatisfied with their current onboarding process, with the most critical phase being the first day at work, where satisfaction levels drop from 70% in phase I to 30% in phase II. The benefit of this research project is that it will provide

the reader with data and statistics of a general viewpoint of new hires in the organization about the onboarding process. It will also provide them with certain suggestions to make the onboarding process effective.

10. M. Tims, A. Bakker, Daantje Derks, 2013. The results of structural equation modeling showed that employees who crafted their job resources in the first month of the study showed an increase in their structural and social resources over the course of the study (2 months). This increase in job resources was positively related to employee well-being (increased engagement and job satisfaction, and decreased burnout). Employee job crafting positively impacts well-being by increasing engagement, job satisfaction, and decreasing burnout through increased job resources.

1.4 Need of the study

Organizations in the highly competitive business process services sector have to recruit in and hold on to outstanding personnel. Attracting and keeping elite talent depends on a smooth onboarding process. Organizations might face significant costs from employee turnover, both in terms of money and non-money expenses. An effective onboarding procedure can lower turnover by increasing productivity, retention, and engagement.

1.5 Objectives of the study

Primary objective

- To understand the impact of onboarding programme on the employee job satisfaction

Secondary objectives

- To determine the obstacles and difficulties in establishing up an effective onboarding process and to come up with alternatives
- To determine the perception of the current onboarding programme offered.
- To identify new employee's comfort level in the organization for the new roles

1.6 Scope of the study

- The study will evaluate the effectiveness of the orientation process, including the content and delivery of the orientation program.
- The study will evaluate the effectiveness of the training and development programs provided to newly hired employees.
- To make them familiar with the company's culture, rules, and organisational structure

1.7 Research Methodology

The Research methodology is a major thing which deals with Research design, Data Collection and Tools used.

Research Design

The Research has been done by collecting primary data via Questionnaire by filling Google form. The Google form was circulated to Employees who are working in IT sector and attended onboarding process have filled this form. The time was very limited so, only few samples are collected. The Data collected is done in true and accurate manner. The research has been done in Descriptive study

Descriptive study

A descriptive study is a type of research design that aims to describe and interpret the characteristics, behaviours, or phenomena of a particular group or population. The primary goal of a descriptive study is to provide a detailed and accurate picture of the research subject or phenomenon under investigation. It focuses on answering the questions of "what" and "how" rather than exploring the relationships between variables or establishing cause and effect relationships. Descriptive studies typically involve collecting data through observation, surveys, interviews, or existing records, and analysing the data using descriptive statistics such as frequencies, percentages, means, and standard deviations. The findings of a descriptive study are used to describe and summarize the characteristics, patterns, and trends observed in the data. Descriptive studies are useful in various research situations, such as when researchers want to describe the prevalence of a certain phenomenon, explore the characteristics of a particular population, or provide a baseline for future research. However, it is important to note that descriptive studies do not establish causality or determine relationships between variables, as they do not involve manipulation of variables or control groups.

Data Collection To realize the objectives of the current research and to test the hypotheses, the research strategy was divided into two main components, namely primary and secondary research.

Primary Data

The relevant primary data is collected by administering a questionnaire through Google Form. The respondents expressed their opinion about the RO water purifiers details through Google Form. The Google form has been circulated to people who is having the RO Water purifiers in their house.

Secondary Data

The secondary data is been collected in Journal, Website, Articles. There are many researchers which has been done in this topic but in some other states

Sampling techniques

Convenience sampling is a non-probability sampling technique in which researchers select participants who are readily available and accessible. This sampling method is based on convenience and practicality rather than random selection. Researchers choose individuals or subjects who are easy to reach or conveniently located, such as friends, family members, or individuals in close proximity to the research location. Convenience sampling is often employed when researchers have limited time, resources, or access to a larger population. It is a convenient and quick way to gather data, but it may not provide a representative sample of the entire population of interest. The results obtained from convenience sampling cannot be generalized to the broader population, as there is a risk of selection bias. Participants in convenience sampling may not accurately represent the characteristics and diversity of the target population.

Sample Size

Sample size refers to the number of individuals or elements selected from a population to be included in a research study or survey. It is a crucial aspect of research design, as the size of the sample has implications for the reliability and generalizability of the study's findings. The sample Size of this research is 50.

1.8 Limitations of the study

- The study was limited with the IT sector Only

- The wrong information from the respondent may affect the study and lead to misleadingresult.

- Respondents cooperation is very important

- The study time was limited.

- Continuous change in Environment will be a biggest limitation.

CHAPTER 2

2.1 Percentage Analysis

Table 2.1.1 showing the Age classification of the Respondents

AGE	NO. OF RESPONDENTS	FREQUENCY
20-30 Years	41	82%
30-40 years	7	14%
40-50 years	2	4%
50-60 years	0	0
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1**

Figure 2.1.1 Showing the Age classification of the Respondents
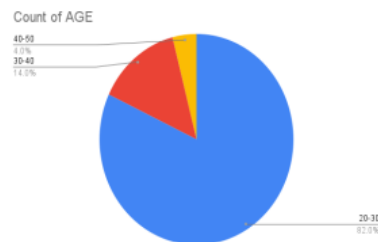
Figure: 2.1.1

Interpretation

  Table 2.1.1 shows the Age of the respondents. Mostly the questionnaire has been filled by 20-30 years. The percentage of the respondents of 20-30 years is 82% followed by 30-40 years people with percentage of 14% and followed by 40-50 years people with percentage of 4%

Table 2.1.2 Showing the Gender classification of the Respondents

GENDER	NO. OF RESPONDENTS	FREQUENCY
Male	29	58%
Female	21	42%
Prefer not to say	0	0%
Total	**50**	**100%**

Source: Primary Data **Table: 2.2**

Figure 2.1.2 Showing the Gender classification of the Respondents
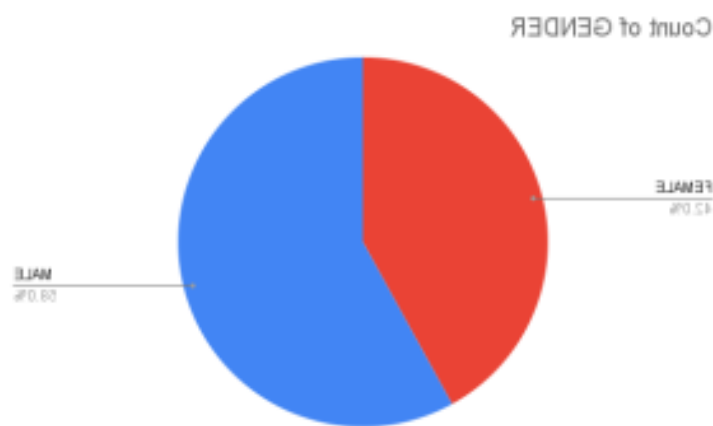
Figure: 2.1.2

Interpretation

Table 2.1.2 shows the Gender of the respondents. The Male respondents are higher than the female respondents. The male respondent's percentage is 58% and the female respondent's percentage 42%.

Table 2.1.3 Showing the Educational Qualification classification of the Respondents

EDUCATIONAL QUALIFICATION	NO. OF RESPONDENTS	FREQUENCY
DIPLOMA	0	0%
UG	32	64%
PG	18	36%
TOTAL	50	100%

Source: Primary Data   **Table: 2.3**

Figure 2.1.3 Showing the Educational Qualification classification of the Respondents
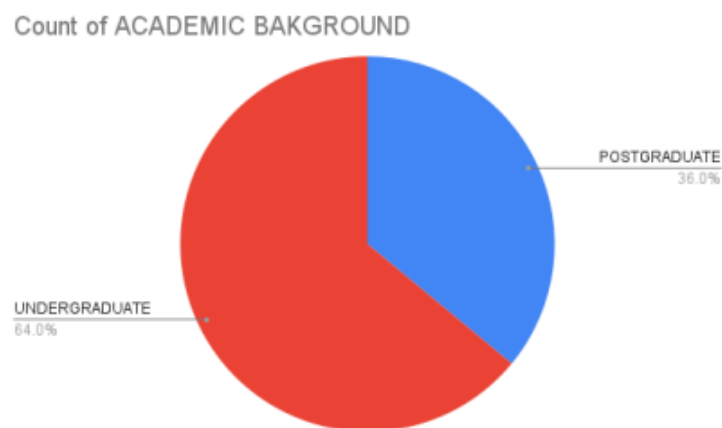
Figure:2.1.3

Interpretation

Table 2.1.3 shows the educational qualification of the respondents. The respondents aremostly under graduates and followed by post graduates. The under graduates percentage is 64%.

Figure 2.1.4 showing the job title of the Respondents
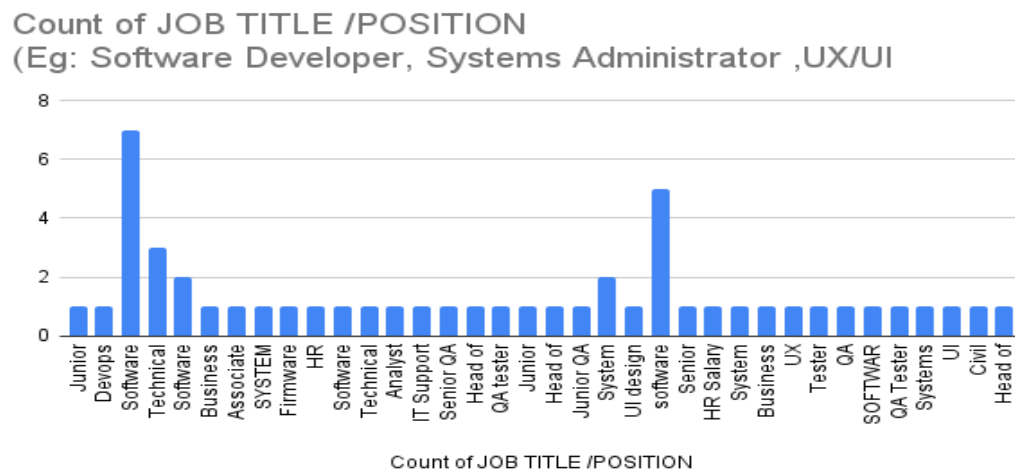
Figure: 2.1.4

Interpretation

This bar graph shows that respondents are mostly software developers and IT related positions in their organization

Table 2.1.5 showing the Job experience of the Respondents

NATURE OF FAMILY	NO. OF RESPONDENTS	FREQUENCY
Less than 3years	36	72%
3-5 years	9	18%
6-8 years	4	8%
More than 8 years	1	2%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.5**

Figure 2.1.5 showing the Job experience of the Respondents

Count of WORK EXPERIENCE
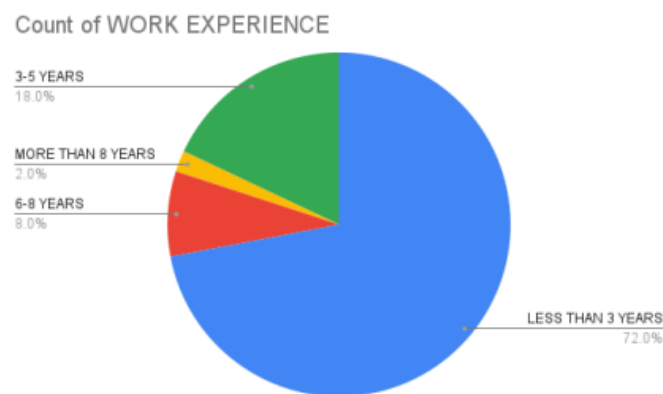
Figure: 2.1.5

Interpretation

Table 2.1.5 shows the Job experience of the respondents. Most of the respondents are less than 3 years. The percentage of the less than 3 years is 72% and 18% is respondents with 3-5 years.

Table 2.1.6 showing the participation of onboarding process

Question	NO. OF RESPONDENTS	FREQUENCY
Yes	37	74%
NO	5	10%
May be	8	16%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.6**

Figure 2.1.6 showing the participation of onboarding process

Count of Did you participate in a formal onboarding process when you joined the company?

Maybe 16.0%

No 10.0%

Yes 74.0%

Figure 2.1.6

Interpretation

Table 2.1.6 shows that participation of onboarding process in IT sector. Most of the respondents are participated showing 74% of yes and 16% of may be as answer.

Table 2.1.7 showing the Rating of onboarding process prepared you for their role

RATING	NO. OF RESPONDENTS	FREQUENCY
5	4	8%
4	25	50%
3	17	34%
2	4	8%
1	0	0%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.7**

Figure 2.1.7 Showing the Rating of onboarding process prepared you for their role

Count of On a scale of 1to5, how well do you feel the onboarding process prepared you for your role?

2
8.0%

3
34.0%

4
50.0%

5
8.0%

Figure: 2.1.7

Interpretation

Table 2.1.7 Shows that Rating of onboarding process prepared you for their role. Most of them gave FOUR star rating with the per cent of 50% and next to 34% of them gave THREE star rating.

Table 2.1.8 showing the key components of the onboarding process

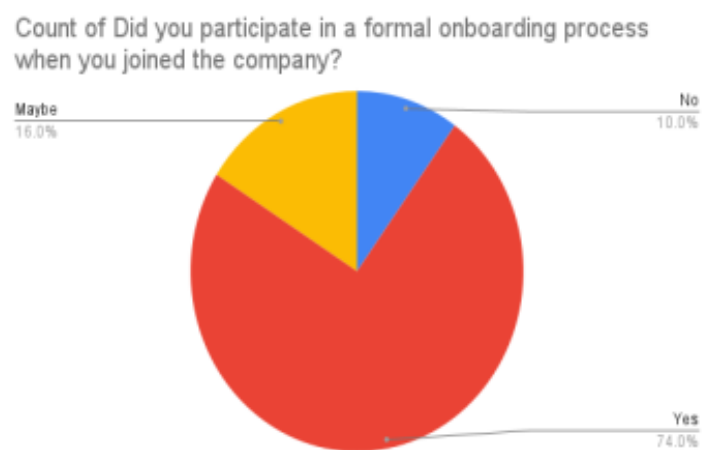| Components	NO. OF RESPONDENTS	FREQUENCY
Orientation sessions	4	8%
Training Modules	3	6%
Meetings with Team Members	8	16%
All the above	35	70%
None of the above	0	0%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.8**

Figure 2.1.8 showing the key components of the onboarding process
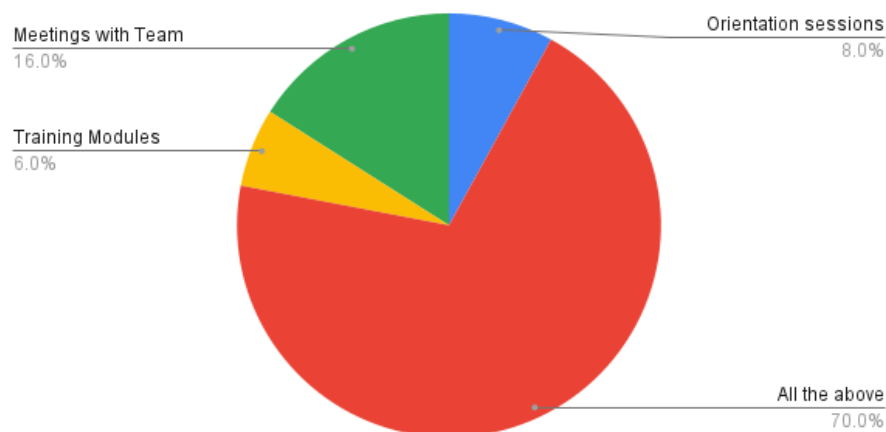
Figure 2.8

Interpretation

Table 2.1.8 shows that the major key components of onboarding process are all three Orientation sessions, Training Modules and Meetings with Team Members with per cent of 70%.

Table 2.1.9 showing the main obstacle encountered by respondents during the onboarding process

Obstacle	NO. OF RESPONDENTS	FREQUENCY
Felling unwelcome	5	10%
Unclear Expectation	13	26%
Limited	11	22%
Support Inadequate Feedback	4	8%
None of the above	17	34%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.9**

Figure 2.1.9 showing the main obstacle encountered by respondents during the onboarding process
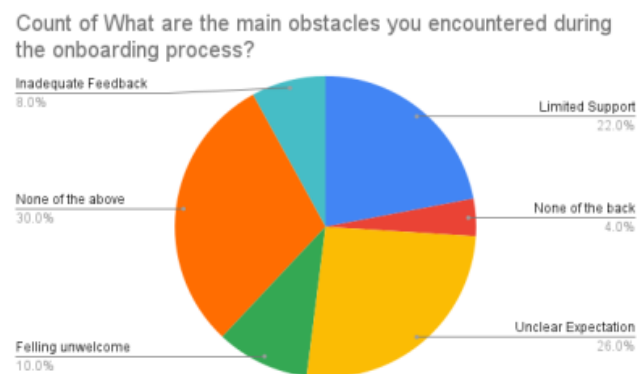
Figure 2.1.9

Interpretation

Table 2.1.9 gives the insight about main obstacle encountered by respondents during the onboarding process, most of the people doesn't feel any obstacles during the onboarding process with Highest per cent of 34% next to it 26% of respondents' feel unclear Expectation as obstacle with 26%.

Table 2.1.10 showing the rate the effectiveness of the current onboarding program in helping new employees acclimate to their roles and the company culture

| Effectiveness	NO. OF RESPONDENTS	FREQUENCY
Very Effective	5	10.2%
Effective	26	53.1%
Somewhat Effective	14	28.6%
Ineffective	4	8.2%
Very ineffective	0	0%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.10**

Figure 2.1.10 showing the rate the effectiveness of the current onboarding program in helping new employees acclimate to their roles and the company culture

Count of How would you rate the effectiveness of the current onboarding program in helping new employees acclimate to

Ineffective
8.2%

Somewhat Effective
28.6%

Effective
53.1%
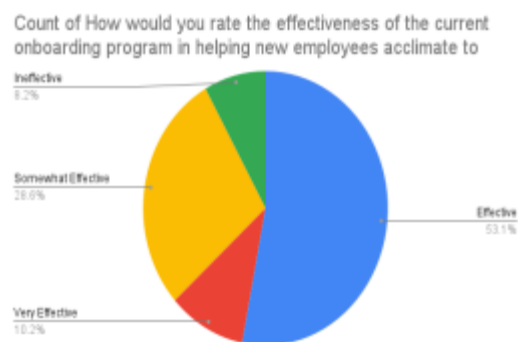
Very Effective
10.2%

Figure 2.1.10

Interpretation

Table 2.1.10 showing the rate the effectiveness of the current onboarding program in helping new employees acclimate to their roles and the company culture, most of the respondents are feeling effective with per cent of 53.1% and 28.6% are feeling somewhat effective in their roles and the company culture.

Figure 2.1.11 showing the onboarding process contributed to your job satisfaction

How the onboarding process contributed to your job satisfaction?

.
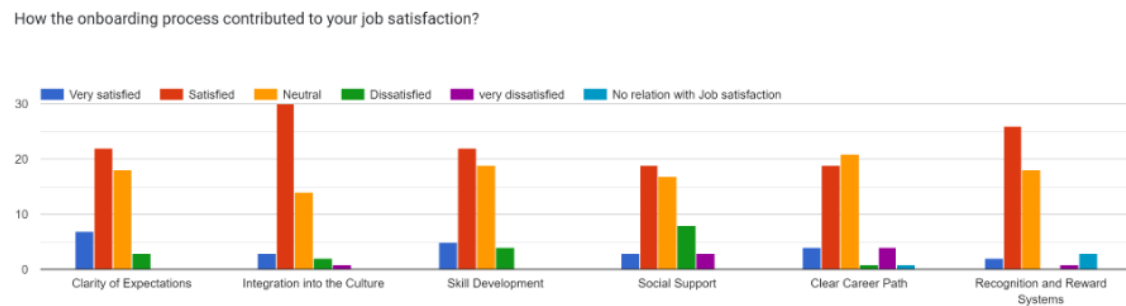
Interpretation

Above graph shows that various components which affects the job satisfaction such as clarity of expectations as satisfied, integration to culture as satisfied, Skill development as satisfied and neutral almost given as same, social support as satisfied, clear path career as neutral and recognition and reward system as satisfied.

Table 2.1.12 showing the communication regarding company policies, procedures and expectations during onboarding

Effectiveness	NO. OF RESPONDENTS	FREQUENCY
Very effective	19	38%
Somewhat effective	22	48%
Neutral	7	14%
Ineffective	2	4%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.12**

Figure 2.1.12 showing the communication regarding company policies, procedures and expectations during onboarding

Count of How effective as the communication regarding company policies, procedures and expectations during

- Ineffective 4.0%
- Neutral 14.0%
- Some what effective 44.0%
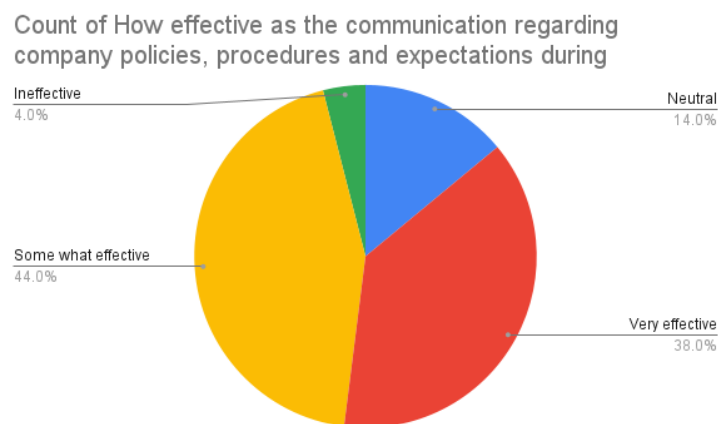- Very effective 38.0%

Figure: 2.1.12

 Interpretation

Table 2.1.12 shows that 48% of respondents feel that communication regarding company policies, procedures and expectations during onboarding are somewhat effective and 38% of respondents feel very effective on communication regarding company policies, procedures and expectations during onboarding.

Table 2.1.13 showing the rate the integration into the company culture and team dynamics during your onboarding period

CHALLENGES	NO. OF RESPONDENTS	FREQUENCY
Seamless	3	6%
Acceptable	36	72%
Challenging	8	16%
Difficult	3	6%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.13**

Figure 2.1.13 showing the rate the integration into the company culture and team dynamics during your onboarding period

Count of How would you rate the accessibility and functionality of the technical resources provided to you during the onboarding

Neutral
20.0%
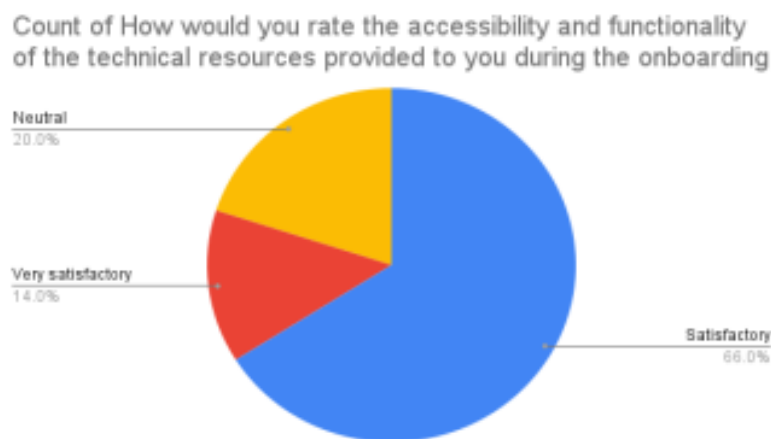
Very satisfactory
14.0%

Satisfactory
66.0%

Figure: 2.1.13

Interpretation

Table 2.1.13 shows that 72% of the respondents acceptable for integration into the company culture and team dynamics during your onboarding period and 6% of the repondents feel Seamless and difficult as the same per cent.

Table 2.1.14 showing the rate the accessibility and functionality of the technical resources provided to you during the onboarding process(eg: computer ,software, access credentials)

SATISFICATION LEVEL	NO. OF RESPONDENTS	FREQUENCY
Very satisfactory	7	14%
Satisfactory	33	66%
Neutral	10	20%
Unsatisfactory	0	0%
Total	**50**	**100%**

Source: Primary Data   **Table: 2.1.14**

Figure 2.1.14 showing the rate the accessibility and functionality of the technical resources provided to you during the onboarding process(eg: computer ,software, access credentials)
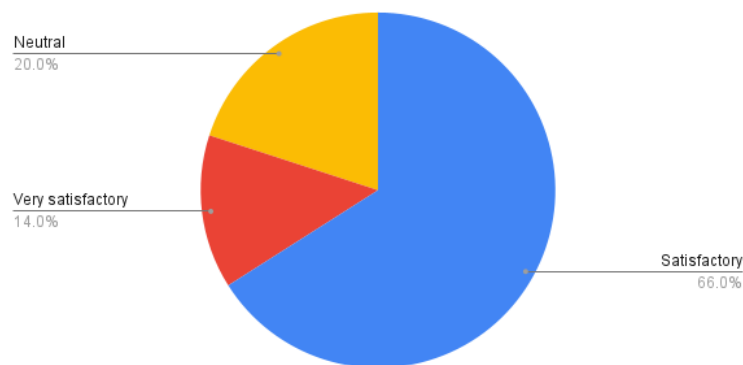

Figure: 2.1.14

Interpretation

Table 2.1.14 shows that the accessibility and functionality of the technical resources provided to you during the onboarding process (eg: computer, software, access credentials) shown satisfactory of 66%.

Table 2.1.15 showing the overall satisfaction of the respondent

SATISFICATION LEVEL	NO. OF RESPONDENTS	FREQUENCY
Very satisfied	3	6%
Satisfied	28	56%
Neutral	16	32%
Dissatisfied	3	6%
Very dissatisfied	0	0%
TOTAL	**50**	**100%**

Source: Primary Data   **Table: 2.1.15**

Figure 2.1.15 showing the overall satisfaction of the respondent
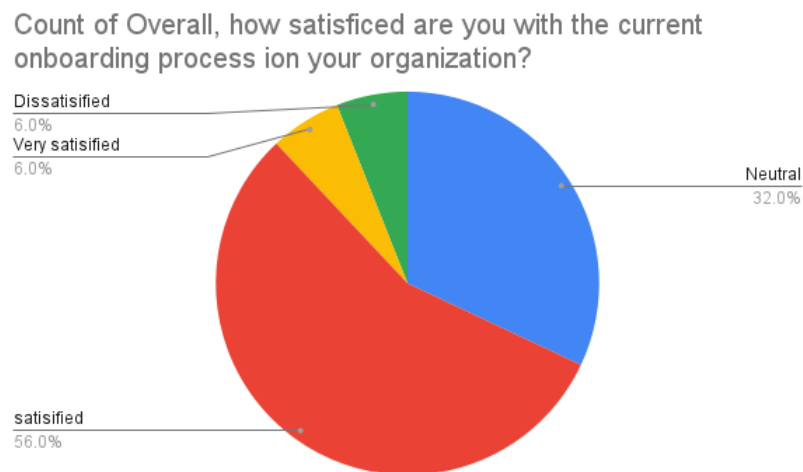
Figure: 2.1.15

Interpretation

Table 2.1.15 shows that overall satisfaction of the respondent's onboarding in IT sector, it clearly shows that 56% of respondents are satisfied and next to 32% of respondents are neutral to their overall onboarding experience**.**

2.2 Statistical Analysis

REGRESSION

Variables Entered/Removed

Model	Variables Entered	Variables Removed	Method
1	clear path	.	Enter

Dependent Variable: onboarding

Model Summary

Model	R	Adjusted R Square	Std. Error of the Estimate
1	0.5115956492969745	0.24634948563750117	0.6228156272570203

a. Predictors: (Constant), clear path

Interpretation

- A p-value below 0.05 indicates 95% confidence that the slope of the regression line is not zero and hence there is a significant linear relationship between the dependent and independent variables.
- A p-value greater than 0.05 indicates that the slope of the regression line may be zero and that there is not sufficient evidence at the 95% confidence level that a significant linear relationship exists between the dependent and independent variables
- The p-value is 0.622. It's greater than the 0.05. So, that significant linear relationship exists between the dependent and independent variables.

T-TEST

ONE SAMPLE STATISTICS

	N	MEAN	SD	STD.ERROR MEAN
CULTURE	51	2.20	0.664	0.93

ONE SAMPLE TEST

	TEST VALUE=0					
	1	**df**	**Sig(2-tailed)**	**Mean difference**	**95% confidence interval**	
					Lower	upper
culture	23.622	50	0.00	2.196	2.01	2.38

Interpretation

- We can work out the chances of the result we have obtained happening by chance. If a p-value reported from a t test is less than 0.05, then that result is said to be statistically significant. If a p-value is greater than 0.05, then the result is insignificant.
- The p-value is greater than 0.05. So, then the result is insignificant.

CHAPTER 3

3.1 Findings

- Majority of the respondents belong to the age group between 20-30
- Majority of the respondents are male
- Majority of the respondents are undergraduate
- Majority of the respondents are software developers
- Majority of the respondents are IT infrastructure department
- Majority of the respondents have work experience less than 3 years
- Majority of the respondents are participated in onboarding process
- Majority of the respondents are feeling satisfied with the onboarding process
- Majority of the respondents say key components are orientation session, training modules, meeting with team members
- Majority of the respondents feels effective in helping new employees acclimate to their rules and the company culture
- Majority of the respondents satisfied with clarity of expectations integration into culture, skill development, social support, clear path career, recognition and reward systems
- The majority of the respondents feel somewhat effective as the communication regarding company policies, procedures and expectations during onboarding
- Majority of the respondents rate Acceptable to the integration into the company culture and team dynamics during the onboarding process
- Majority of the respondents rate satisfactory for their accessibility and functionality of the technical resources
- Majority of the respondents satisfied with overall onboarding process

3.2 Suggestions

- Analyse successful onboarding programs in various industries to identify best practices and lessons learned

- Conduct surveys or interviews with new hires to gather insights into their onboarding experience, including what worked well and areas for improvement

- Compare traditional onboarding methods with innovative approaches, such as gratification or virtual reality, to evaluate their effectiveness in different organizational contexts.

- Track the long-term impact of onboarding initiatives on employee engagement, retention, and performance over time to assess their sustained effectiveness.

- Explore how onboarding practices differ across cultures and regions, and examine strategies for effectively onboarding diverse employees in global organizations.

- Investigate the role of managers and leaders in the onboarding process and explore ways to enhance their involvement and support for new hires.

- Conduct cost-benefit analyses to determine the financial impact of investing in robust onboarding programs, including savings from reduced turnover and increased productivity.

- Examine how onboarding practices align with legal requirements and industry regulations, particularly in areas such as diversity, equity, and inclusion.

- With the rise of remote work, investigate strategies and tools for effectively onboarding remote employees, including virtual onboarding platforms and communication technologies.

- Implement a system for on-going evaluation and refinement of onboarding practices based on feedback, data analysis, and emerging trends in talent management.

3.3 Conclusion

In summary, in an ever-evolving business environment, companies looking to optimize employee potential must adapt their onboarding procedures. It is clear from our investigation of customized programs, technology integration, socialization, ongoing support, measurement, cultural alignment, flexibility, and other research directions that efficient onboarding is a continuous process that affects employee engagement, retention, and business success rather than just being a one-time occurrence.

Through the implementation of customized onboarding programs that address the needs of each individual, the use of technology to improve engagement and knowledge retention, the creation of social connections to foster a sense of belonging, the provision of ongoing feedback and development resources, the monitoring of key performance indicators to assess effectiveness, the reinforcement of identity through alignment with organizational culture and values, and the embrace of flexibility to accommodate a range of needs

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ANNEXURE

1. AGE

- 20-30
- 30-40
- 40-50
- 50-60

2. Gender

- MALE
- FEMALE
- PREFER NOT TO SAY

3. ACADEMIC BAKGROUND

- DIPLOMA
- UNDERGRADUATE
- POSTGRADUATE

4. JOB TITLE /POSITION

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5. DEPARTMENT/DIVISION

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6. WORK EXPERIENCE

- LESS THAN 3 YEARS
- 3-5 YEARS
- 6-8 YEARS
- MORE THAN 8 YEARS

7. Did you participate in a formal onboarding process when you joined the company?

- Yes
- No
- Maybe

8. On a scale of 1to5, how well do you feel the onboarding process prepared you for your role?

- Rating(1-5)

9. What are the key components of the onboarding process according to you?

- Orientation
- Sessions Training
- Modules Meetings with Team Members
- All the above
- None of the above

10. What are the main obstacles you encountered during the onboarding process?

- Felling unwelcome
- Unclear Expectation
- Limited Support
- Inadequate Feedback
- None of the above

11. How would you rate the effectiveness of the current onboarding program in helping new employees acclimate to their roles and the company culture?

- Very Effective
- Effective
- Somewhat Effective
- Ineffective
- Very ineffective

12. How the onboarding process contributed to your job satisfaction?

- Clarity of Expectations   Very satisfied
- Integration into the Culture   satisfied
- Skill Development   Neutral
- Social Support   Dissatisfied
- Clear Career Path   Very dissatisfied
- Recognition and Reward Systems

13. How effective as the communication regarding company policies, procedures and expectations during onboarding?

- Very effective
- Somewhat effective
- Neutral
- Ineffective

14. How would you rate the integration into the company culture and team dynamics during your onboarding period?

- Seamless
- Acceptable
- Challenging
- Difficult

15. How would you rate the accessibility and functionality of the technical resources provided to you during the onboarding process(eg: computer ,software, access credentials)

- Very satisfactory
- Satisfactory
- Neutral
- Unsatisfactory

16. How willing would you be to participate in focus groups or workshops aimed at improving to onboarding process in your organization?

- Very willing
- Somewhat willing
- Neutral
- Not very willing
- Not willing at all

17. Overall, how satisficed are you with the current onboarding process ion your organization?

- very satisfied
- satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

18. Any suggestions you would like to provide regarding the onboarding process from your thoughts

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