

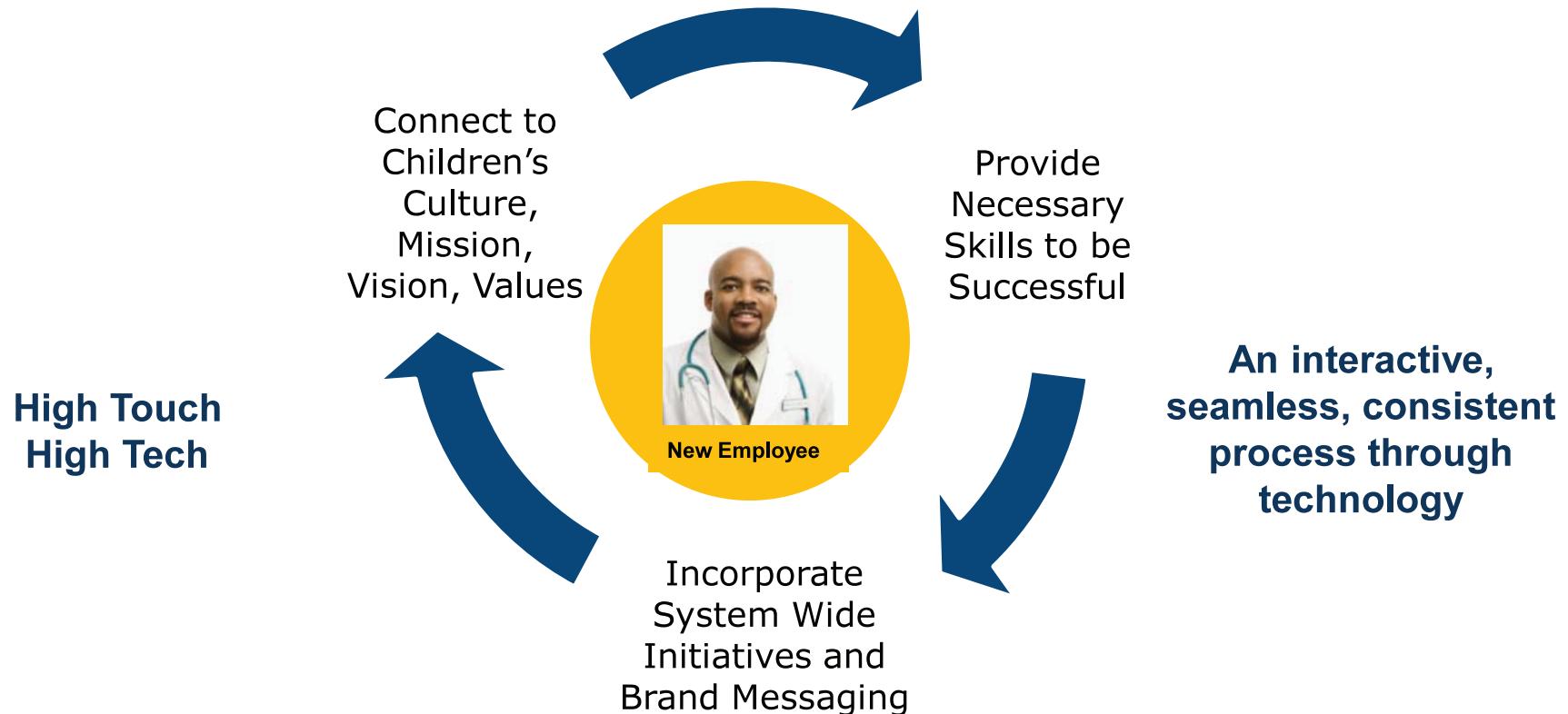


Onboarding at Children's Your First Year Connection



Overall Goals of Onboarding

Your First Year Connection



A year long automated onboarding process, connecting new employees to Children's



How do we Onboard at Children's?

For new staff, supervisors, managers, and their direct supervisors, the Taleo onboarding system, ***Your First Year Connection***, will be used to automate tasks at different touch points throughout the first year.



Note: Physicians, internal transfers, directors and above and all employees hired before January 19, 2010 and start before February 8, 2010 are not included in the Taleo process: Your First Year Connection



Your First Year Connection

Taleo Onboarding Process



What is Your First Year Connection?

- *Your First Year Connection* is the Taleo onboarding web site for new employees
- Each web site address is unique to the employee and should not be shared with others
- New staff and manager level employees will use *Your First Year Connection* to complete all pre-hire paperwork and first year onboarding tasks



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What are Tasks Designed to do?



New Employee



Direct Supervisor

Task Purpose	Designed to help them understand their position, job expectations, and our organization	Designed to help facilitate conversations with new employees and help them be successful
Tasks Received Through	Your First Year Connection	Taleo Manager's Web Top

All onboarding tasks are based off of best practice methods



What to Expect as a Direct Supervisor: Emails

- Once you have hired a new employee, you will receive nine emails throughout your new employee's first year
- Each email will inform you that you have new tasks to complete in the Taleo's Manager Web top



What to Expect as a Direct Supervisor: Tasks

- You will have tasks to complete at each touch point
- There are more tasks at the beginning of the process than towards the end of the first year
- Majority of tasks (after pre-start) should take place in folder meetings with your new employee
- Tasks are designed to match your new employee's onboarding tasks to help build your relationship

Pre-Start	First Days	First 30 Days	First 60 Days	First 90 Days	First 6 Months	First 9 Months	First Year
Prepare for new employee	Help new employee understand job, organization, and team			Assess job performance , provide feedback and coaching, and discuss development actions			Recognize 1 year anniversary and discuss development goals

Task topics throughout the first year



What will your New Employee Experience?

- Once your new employee accepts the position, he/she will receive ten emails throughout the first year
- Each email will inform new employees that they have new tasks to complete in *Your First Year Connection*
- Most tasks are conducted during follow-up discussions or meetings with you as the direct supervisor



Benefits of Onboarding

Children's	Direct Supervisor
<ul style="list-style-type: none">• Streamlines onboarding processes• Integrates media rich components in onboarding• Creates a consistent experience• Enhances brand messages• Increases compliance and reduces paperwork• Tracks new employee tasks• Facilitates communication between manager and new hire• Connects new hires to the organization	<ul style="list-style-type: none">• Provides resources to help build strong relationships with new employees• Consistent onboarding experience for all new employees• Organizes all first year onboarding tasks• Reminds you of new employee milestones and important tasks• May help employees feel more engaged• Allows you to delegate certain onboarding tasks