



# **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



Pre-Start	First Days	First 30 Days	First 60 Days	First 90 Days	First 6 Months	First 9 Months	First Year
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← First Year Touch Points →

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



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



# What are Tasks Designed to do?



**New Employee**



**Direct Supervisor**

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