Getting **onboarding** right in your LMS

Complete guide to taking new hire to high flyer

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Foreword

In order to retain good people, you need to give them a good experience from day one. Some would even say that experience starts as soon as your new hire accepts the position.

But knowing what to do when you've found your perfect candidate can be tricky. While team lunches and swag can help ease the transition, it takes a lot more to get your new hire on the right path to becoming a high flyer.

This is where we come in.

Shaun Wilde
CEO, Think Learning

What's in this guide?

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Introduction

The candidate marketplace is competitive. Jobseekers are smart and do their due diligence on potential employees. They want to work for companies that offer them good pay, good benefits and a good work/life balance.

But that's not enough.

To attract and keep these new recruits, you need to engage them from day one and prove you're invested in their long-term development.

So, how do you do that?

What is onboarding?

Before we get into the how, let's first recap what exactly onboarding is.

Employee <u>onboarding</u> is the process companies, go through to welcome a new hire. It's how people deal with integrating new hires so that they feel confident in their new role.

There are a wide range of activities involved in onboarding, and choosing the right process for your company is essential to ensure that candidates feel well-equipped to do their job.

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The challenges

Chances are, you're facing a few of these challenges listed below and you wouldn't be the only one.

⏰ **Admin time**

The time to hire and onboard new hires is long, making it a painful process for your teams.

📁 **Clunky processes**

Time spent for every step of onboarding for every employee can quickly become too much.

💰 **Productivity tax**

Poor onboarding can worsen the time it takes new hires to acclimatise which impacts others.

🖱️ **Low engagement**

Your new hires aren't engaging in onboarding and some are leaving quickly.

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🌎 Remote working

It's difficult to encourage good communication and easy processes when remote.

✅ Varying processes

Team to team, onboarding can look different and that can lead to data discrepancies and missed tasks.

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Kickstart onboarding from your LMS

Our Think Learning LMS helps you streamline your onboarding process so your new hires can go to high flyers.

From onboarding checklists to auto-account creation, Think can help ensure your employees are invested and feel invested in from day one.

Here's how...

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Automatic account creation

Your new hire has accepted your offer - congrats! But, now what?

Well, chances are they won't start for a month or so. But that doesn't mean you can't kickstart the onboarding process.

With Think, you can auto-create accounts for new members using their personal email, and switch over once they have access to their work email address.
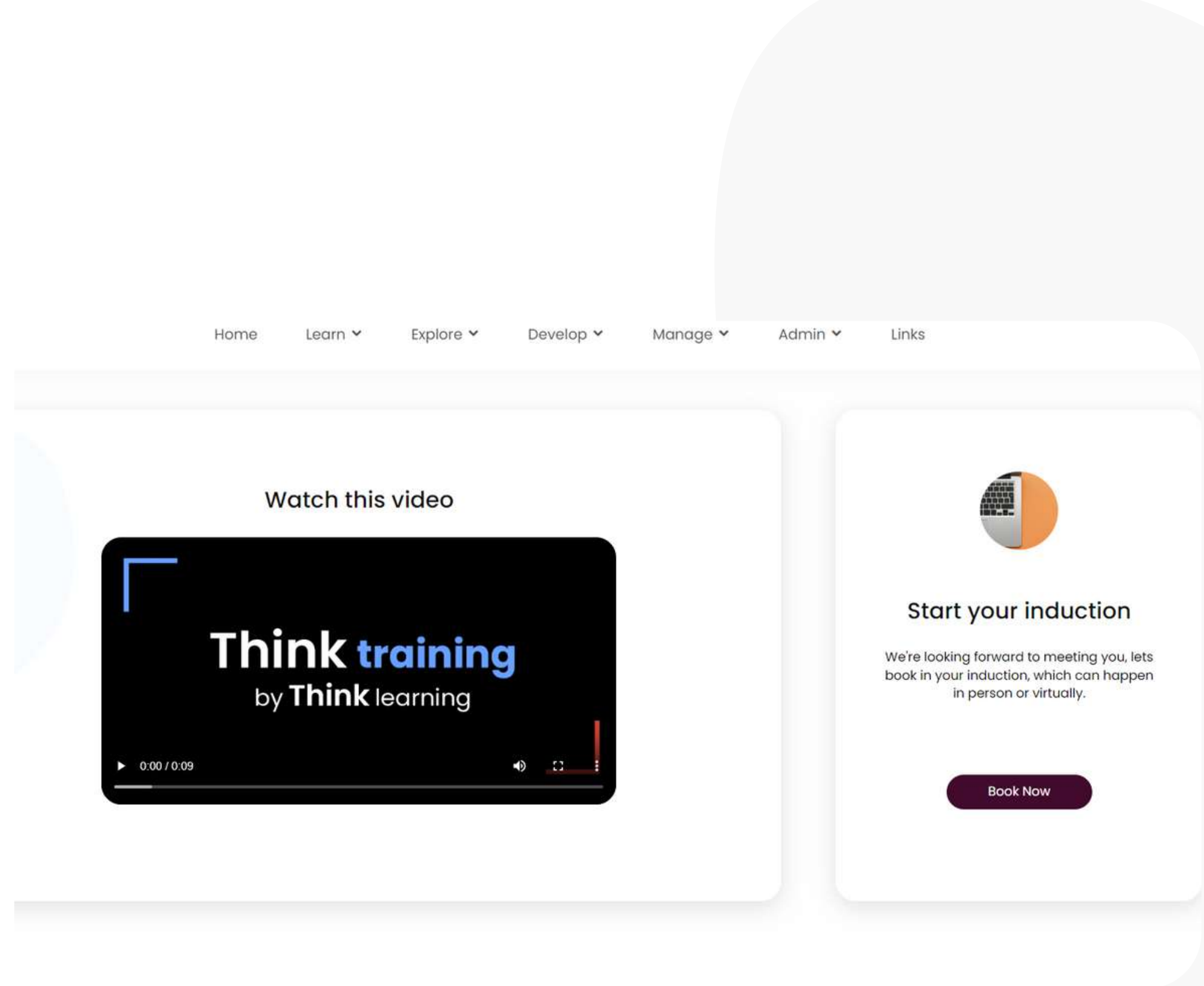
Keep new starters on track with a checklist

New starters are inundated with tasks, even before they start. Build an onboarding checklist to help ease the paperwork.

Simplify what they need to do and by when, with easy-to-use functionality that allows them to tick actions off as they complete them.

Build your onboarding dashboard

When your new starter logs in to your LMS, chances are you don't want them seeing the same content as the rest of your employees.

With Think, you can build a custom dashboard so all of the important documents and files are front and centre to help them find the things they need, when they need them.

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Start your induction

We're looking forward to meeting you, lets book in your induction, which can happen in person or virtually.

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Onboarding with Think

✓ **Expert advice**

Our L&D experts can give you the best advice for the ideal onboarding experience.

✓ **Single sign on**

Once your employee is on your LMS, they can link single sign on from their email suite.

✓ **Fully connected**

Think can integrate fully with your tools from HR payroll, to ATS recruitment tool and also to your active directory (inc. Google, Outlook etc).

✓ **Healthcare-friendly**

Think's interface with the NHS HR system (ESR) means that when employees move between trusts, their compliance training data goes with them.

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Got more questions?

Get in touch with us to learn more about Think and our learning solutions.