

Building Connections[®]
**Onboarding Solution
Overview**



Talent Management Cycle



Building Connections®



- **Features include:**
 - Branded “landing page”
 - Role-specific “dashboard”
 - One-click access to all supporting resources
 - Surveys to track progress and measure impact
 - Library of resources, best-practice tools, recent research and articles
- **Building Connections works because:**
 - Delivers business knowledge, tools for building key relationships, and a process for receiving timely feedback
 - Is focused, scalable and structured without being rigid
 - Creates a consistent, customized onboarding experience

Branded Landing Page

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Welcome to our Onboarding site!

[Sign-in](#)

We are excited to have you as part of our organization and are committed to providing you with the support and resources you need to be successful in your first few months. The information provided on this page outlines onboarding here at Connect the Dots, as well as key information that will help prepare you for your first week with us.

[Starting Smart at Connect the Dots *click here*](#)

[More about us *click here*](#)

What to expect:

- [Orientation](#)
- [Your first week](#)

[FAQ's](#)

[Next Steps](#)

- New hires are able to access the company's unique **landing page** upon offer acceptance.

- Welcomes the new hire and **introduces** the onboarding program

- Continues to build on new hire's knowledge of your organization and **what to expect** in the first weeks on the job



HR Partner Dashboard

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Welcome to your HR Partner Dashboard [Dashboard](#) | [Resources](#) | [Help](#) | [Print](#) | [Logout](#)

My New Hires	Start Date	Onboarding Progress				
Beth Johnson	Mar 1 2010	<input checked="" type="checkbox"/> Prestart	<input type="checkbox"/> Week One	<input type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>
		<input type="checkbox"/> Month Two	<input type="checkbox"/> Month Three			
Cathy Cassidy	Feb 22 2010	<input checked="" type="checkbox"/> Prestart	<input type="checkbox"/> Week One	<input type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>
		<input type="checkbox"/> Month Two	<input type="checkbox"/> Month Three			
Joe Turner	Jan 18 2010	<input checked="" type="checkbox"/> Prestart	<input checked="" type="checkbox"/> Week One	<input checked="" type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>
		<input type="checkbox"/> Month Two	<input type="checkbox"/> Month Three			

Administration

[Add Hiring Manager](#) [Add New Hire](#) [Manage My Users](#) [Manage Password](#)

HR Partner RoadMaps

Survey Reports

[Month One](#) [Month Two](#) [Wrap Up](#)

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- Accessible by each HR partner's **unique sign-in**
- View of all new hires **assigned** to you
- Ability to create and customize **90 Day Plans**
- Roadmaps and **resources** to support HR role
- Manage **surveys** and site users

HR Partner Month One RoadMap

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My New Hires	Start Date	Onboarding Progress				
Beth Johnson	Mar 1 2010	<input checked="" type="checkbox"/> Prestart	<input type="checkbox"/> Week One	<input type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>
Cathy Cassidy	Feb 22 2010	<input checked="" type="checkbox"/> Prestart	<input type="checkbox"/> Week One	<input type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>
Joe Turner	Jan 18 2010	<input checked="" type="checkbox"/> Prestart	<input checked="" type="checkbox"/> Week One	<input checked="" type="checkbox"/> Month One	<input type="checkbox"/> Onboarding Complete	<input type="button" value="Update"/>

Administration

[Add Hiring Manager](#) [Add New Hire](#) [Manage My Users](#) [Manage Password](#)

HR Partner RoadMaps

[Create a new 90 Day Plan](#) [Edit an Existing 90 Day Plan](#)

Survey Reports

[Month One](#) [Month Two](#) [Wrap Up](#)

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- Identifies **role**, **time-frame** and onboarding **focus**
- Provides key onboarding action items and **resources** and **links** to facilitate action items

Hiring Manager Dashboard

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Name	My Start Date	My Onboarding Progress		
New Leader	Feb 15 2010	<input checked="" type="checkbox"/> Prestart	<input checked="" type="checkbox"/> Week One	<input type="checkbox"/> Month One
		<input type="checkbox"/> Month Two	<input type="checkbox"/> Month Three	<input type="checkbox"/> Onboarding Complete

[Update](#)

My RoadMaps

Week One → Month One → Month Two → Month Three → Transition

[Create your new 90 Day Plan](#) [Edit your Existing 90 Day Plan](#)

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- Accessible by the hiring manager's **unique** user ID and password

- Ability to build and **customize** individual **90 Day Plan**

- Contains **RoadMaps** and resources needed to manage **onboarding plans**

Create 90 Day Plan

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Create Onboarding Plan for Beth Johnson

Please use the following steps to create a customized Onboarding plan for each leader you are supporting:

1. Complete the data sheet by meeting with the hiring manager
2. Choose the objectives from the menus below that fit the specific needs of each leader
3. Refer to the sample plans linked below for guidance as needed

Objectives

- COMPANY Objectives:
- Business Unit Objectives:
- Work / Life Objectives:

Business Objectives

- Functional Objectives:

Tools

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- New hire, HR Partner and Hiring Manager have the ability to **create/customize** personal *90 Day Plans* from their dashboard

- *90 Day Plans* are built from pre-loaded **onboarding objectives** and sample plans

- Can add **custom objectives** to every *90 Day Plan*

Month One Survey Report

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Executive Transition Progress Survey Report for Joe Turner

Month One - Leader

2/12/2010

Q. I have an understanding of my objectives for my first 90 days.

•Yes, my boss and HR partner have been very clear and I have a good understanding of my objectives.

Rating
4

Q. The information and resources I have received have been helpful in building my base knowledge about the organization.

•The information that I have received has been fairly good but I still could use some more information about the culture and what the leadership team views as realistic expectations for a leader in my position.

Rating
3

Q. My role is what I expected it to be based on what I learned in the recruitment process.

•My hiring manager has explained where things have changed since the interview process. I have a better understanding of my role but this will continue to be important to stay on top of as my onboarding continues.

Rating
4

Q. My manager and I have discussed and agree on my role and how it fits into the organization.

•Yes, we have discussed this at length, however, I am concerned that my role may continue to shift beyond even what my hiring manager knows at this point.

Rating
3

Q. In this first month, have you identified other needs or activities that could assist in your transition?

•I would benefit from some additional meetings with the key people that my HR partner and I have identified. I would appreciate a personal introduction from my manager and an agenda for each of these meetings.

- Onboarding process surveys to measure:

- ✓ Personal integration
- ✓ Process performance

- Quantitative and qualitative **data** for both new hires and the organization

Partnering with CTD provides:

- A **single source** for new hires and HR to access best-practice onboarding experience
- Coaching to build **internal capacity**
- A **blended approach** of a self-directed process, supported by coaching
- A **structured process** that can be customized for each new hire's needs
- Methodology and tools to **measure results**



What Our Clients Say

“Building Connections has allowed us to create a consistent onboarding process that targets the needs of both our organization and each new hire.” *-VP of Executive Development, major technology firm*

“Our HR Partners now have a best practice tool to use as they help new leaders onboard into our company”

-new Chief Operating Officer, automotive industry

Next Step

Contact us to learn more how *Building Connections*[®] can help you meet your onboarding objectives.

info@connectthedotsconsulting.com

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