

State of Missouri Onboarding

Capstone Team B

MISSOURI LEADERSHIP ACADEMY CLASS II

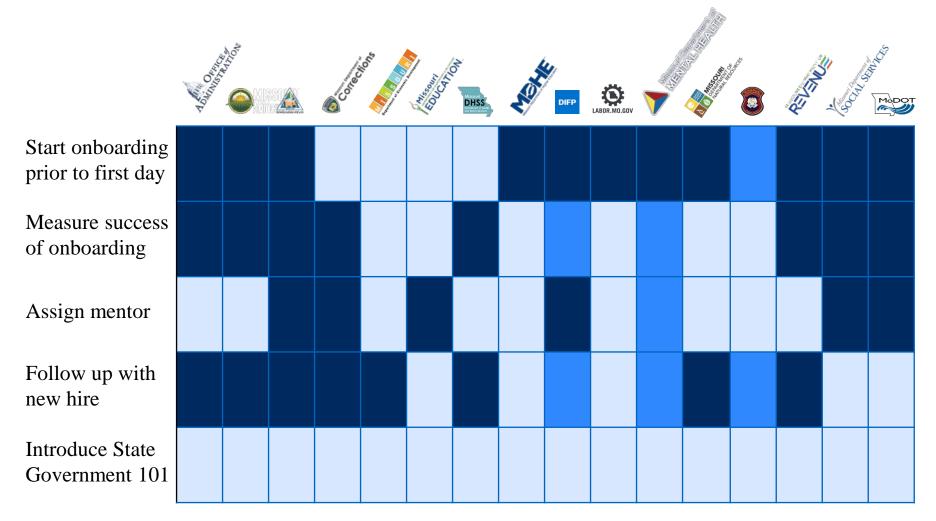
What could we do differently to improve onboarding?

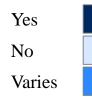
"Virtually everything..."

-Department response



No one fully uses best practices







We recommend a common first year process for all employees

Prepare Two weeks before first da	wy Welcome Day 1		Orient Days 2-5		Coach Days 6 & beyond
 Contact new hire by phone Two week agenda of training activities 	 Supervisor outling first day Introduce expectations and objectives 	te In d d	Aeet manager eam ntroduce lepartment nission &	nent •	Complete department specific orientation Complete required training

- Guidance for completion of new hire paperwork
- Communicate essential information for first day
- Workspace and supplies are identified

- objectives
- Schedule interaction with colleagues
- Tour the facility
- Provide state government overview
- Benefits overview

- mission & placemat
- Introduce professional development tools
- Begin job specific training

- training
- Follow-up with employee to receive feedback
- Assign mentor
- Continue job specific training



Successful onboarding will require a sustainable operating model

Governance	 Establish an owner of the new onboarding process Establish a team of leads to implement new onboarding process
Content	 Provide statewide onboarding content for Intranet site Develop one universal survey for tracking new hire feedback Maintain the onboarding checklist for hiring managers to use Create MO Learning training paths
People	 Onboarding team creating an exceptional experience for our new hires to show them we care about their career in State Government. Changing the culture by working with the hiring managers and HR to focus more of their time towards this initiative
System	 Enterprise Learning Management System MO Learning State of Missouri onboarding Intranet site



Questions?

