



Onboarding

Laying the foundation for employee success

Ever wonder why employees quit after less than a year? Or why some new hires come up to speed faster than others? Onboarding is a critical part of a good talent management strategy, but it is one of the least mature talent processes. As a result, onboarding often doesn't have the positive impact that it could. Piles of paperwork, missed details, and busy managers often make a poor first impression on the new employees and increase ramp time.

Studies show that more than 80 percent of new employees decide whether or not to stay with a company within the first year of being hired. An unorganized or incomplete onboarding process can cause those employees to rethink their decision to join the company just when they would be the most enthusiastic.

SuccessFactors Onboarding has a comprehensive approach that can help

SuccessFactors Onboarding, part of the SuccessFactors HCM Suite, takes a fresh approach to onboarding. Through a process that is easy, automatic, and personal, SuccessFactors Onboarding improves first-year retention and reduces ramp time by focusing on three key areas:

- **Guiding** HR, the hiring manager, and the new hire through the steps of the onboarding process to create a consistent and complete process every time
- **Connecting** new hires with the right people and relevant content immediately, creating early engagement and ultimately improving retention
- **Developing** new hires quickly by seamlessly connecting onboarding to the other talent processes—such as recruiting, goal setting, and learning—and turning new hires into productive employees in record time

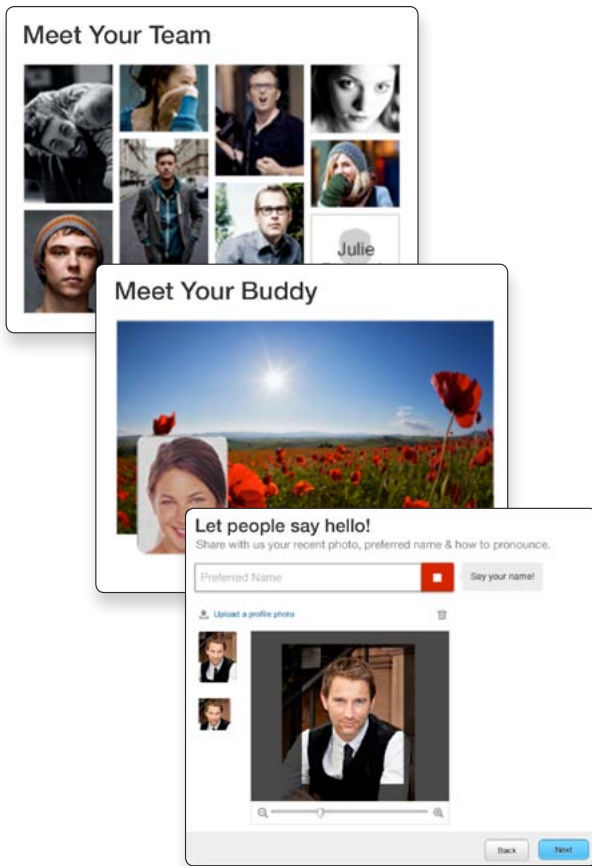
Improving efficiency and compliance through better guidance

You've optimized your recruiting process, you've worked hard on your employment brand, and you've successfully attracted and hired the best talent. But you might be seriously undermining those efforts if your onboarding process isn't working. Studies show that of all the people involved in the onboarding process, the hiring manager has the greatest impact on new hires. Yet, hiring managers often are the least engaged. They may think onboarding is HR's job. They may just be too busy, or they're traveling when the new employee starts. Either way, the process will automatically go better when specific guidance for hiring managers makes bringing a new employee onboard practically foolproof.

With SuccessFactors Onboarding, step-by-step wizards walk hiring managers through the process of how to prepare before the first day, and an easy-to-use dashboard makes it simple to track progress along the way. Corporate and legal compliance improves because all the paperwork and steps are built right into the process, so there is no question about which forms were e-signed and where they landed.

The screenshot shows a web-based form titled 'Onboarding' with the SuccessFactors logo. The form is for 'New Hire Set-up Information' and includes the following sections:

- Name:** Fields for First Name, Middle Name, Last Name, and Suffix.
- Dates:** Fields for Start Date, Hire Date, Orientation Date, and Orientation Time.
- Hire Information:** Radio buttons for 'At Home' and 'On-Site', and a question 'Is the new hire a remote employee?' with 'Yes' and 'No' options.
- Email:** Fields for 'Please enter the new hire's e-mail address:' and 'Re-enter the new hire's email:'.



Hit the ground running: Early engagement leads to better first-year retention

Starting a new job always creates some level of anxiety for the new hire—even seasoned executives! The first week is about learning the lay of the land—the physical land and the cultural land. SuccessFactors Onboarding provides tools that help new hires connect and feel comfortable even before the first day on the job.

SuccessFactors’ own research shows that new hires begin to focus on delivering results only after they have finished all the paperwork and are past those first day anxieties. If you can help them build connections with their team and their co-workers before they start, employee engagement kicks in early and ramp time becomes shorter. With SuccessFactors Onboarding, not only can new hires complete most of the paperwork before they start, but they also can virtually meet their team and a handpicked group of co-workers and introduce themselves. Once new hires start, immediate access to the employee network gives them the ability to start learning at their own pace and to pick up conversations and content that are relevant to their roles. Getting new hires engaged with people and content early means they are more likely to stay with the company longer.

Reducing ramp time means faster time to productivity

Onboarding should never be an isolated process. If your team has set goals for the year, then why not share those goals with new team members immediately? Your learning process already delivers training according to role—why not apply that intelligence immediately to new hires as part of their onboarding? Why not extend your employment branding from recruiting through the first few weeks? SuccessFactors Onboarding is built on the SuccessFactors HCM platform and is designed to work seamlessly with all the other products in the SuccessFactors HCM Suite. You’ve integrated the rest of your talent processes— isn’t it time to integrate the onboarding process?



Improving onboarding produces real business results

Many studies have connected an improvement in the onboarding process to business results, including reduced costs for paperwork and shipping, improved first-year retention, and faster time to productivity. If you’re looking for a new way to improve the bottom line this year, check out our latest innovation: SuccessFactors Onboarding!

The SuccessFactors Onboarding Difference

SuccessFactors Onboarding uniquely combines the critical yet tactical aspects of onboarding (compliance and orientation) with the more strategic aspects (socialization and connection to the other talent processes) to create an end-to-end process that drives better business results.

About SuccessFactors, an SAP Company

SuccessFactors is the leading provider of cloud-based HCM software, which delivers business results through solutions that are complete, beautiful, and flexible enough to start anywhere and go everywhere. SuccessFactors’ customers represent organizations of all sizes across a wide range of industries. With more than 20 million subscribers globally, we strive to delight our customers by delivering innovative solutions, content and analytics, process expertise, and best practices insights from across our broad and diverse customer base. SuccessFactors solutions are supported by a global partner ecosystem and the experience and commitment of SAP.



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