



HUMANOSTICS

ONBOARDING NEW EMPLOYEES WITH PI

Cater to your new hire's motivational
drives and needs to get them off to a
great start and ensure they stay



What is Onboarding?

Onboarding is the process of bringing a new employee into your organisation. The purpose of onboarding is to provide everything a new hire needs to feel welcome and do their job well. That takes time, so onboarding is not a one-day event; it may continue for weeks or even months. Key steps in the onboarding process include:

- Communicating with the new employee before their first day and helping them prepare
- Helping them learn about your organisation and get acquainted with their colleagues
- Providing clear expectations about work responsibilities
- Giving them thorough job training
- Providing all the resources they'll need, such as a computer, office supplies, people they can turn to with questions, etc.

Everyone who meets the new person can play an important part in helping them thrive. But to make sure nothing slips through the cracks, it's important to have one person assigned to organise and monitor each new employee's onboarding.

Why is Onboarding Important?

To learn more about the importance of onboarding, BambooHR have surveyed 1,000+ adults, comparing those who received effective onboarding to those who didn't. The differences are striking. Employees who experienced effective onboarding were:

- 18 times more likely to feel highly committed to their organisation
- 30 % more likely to feel strongly integrated into their workplace culture
- 30 times more likely to have high job satisfaction

Also, organisations with effective onboarding had:

- 38 % more employees who were confident in their ability to do their job
- 69 % more employees who rated their organisation as a strong performer
- 33 % more employees who felt engaged



So, there is every reason to spend some time on your onboarding process!

Source: <https://www.predictiveindex.com/blog/the-close-ties-between-onboarding-and-employee-engagement/>

Using PI in Your Onboarding Process

An important part of the onboarding process is getting to know your new colleague and for them to get to know their new manager and team. PI can add tremendous value to this process. The PI profile makes it easy to understand what drives the person, what their needs are in the workplace, and how you work well with them. It also makes it easier for the new colleague to understand the new team they'll be working with. We suggest handing out a couple of PI reports to the new employee and their manager on day one, such as the behavioral report, the person report, and the development chart, and that the manager and the new hire discuss their behavioural drives and needs during their first 1-on-1 meeting. It is also a great idea to talk about profiles in the team when a member joins, either by hosting a team session where everyone talks about their differences and similarities, or by including a bit about the new team member's motivational drives and needs in a verbal or written introduction to the rest of the team. You can also encourage everyone on the team to display their Placard report next to their workstation or to include their Reference Profile in their email signature to create awareness of different work styles.

Software Pro Tip:

You can send multiple reports at once directly from PI Software using the Create Report Kit button shown on the Person Page.

Adjust Your Onboarding Plan To The Individual

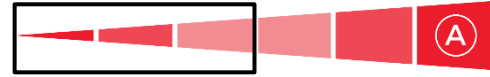
The PI Behavioral Assessment tells us that people have different drives and needs in the workplace, so why not use this information when you create the onboarding plan for your new colleague? Think about it; a new colleague with a high B would probably love to meet lots of new people and start networking straight away, while a low B might feel slightly overwhelmed if you introduce them to 20 new people on day one.

On the following pages, we have outlined some advice for how to adjust your onboarding plan to your new colleague's PI profile to give them the best onboarding experience.

Needs to Collaborate <i>Cooperative, Harmonious, Accommodating</i>	—	DOMINANCE	—	Needs to Influence <i>Independent, Competitive, Assertive</i>
Needs to Think it Through <i>Introspective, Analytical, Reflective</i>	—	EXTRAVERSION	—	Needs to Talk it Out <i>Outgoing, Enthusiastic, Gregarious</i>
Needs Variety <i>Intense, Driving, Fast-paced</i>	—	PATIENCE	—	Needs Predictability <i>Patient, Calm, Steady</i>
Needs Flexibility <i>Informal, Flexible, Non- conforming</i>	—	FORMALITY	—	Needs Structure <i>Serious, Precise, Organised</i>

ONBOARDING TIPS

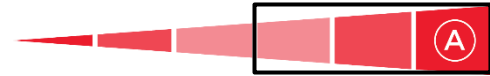
LOW A | COLLABORATIVE



ONBOARDING TIPS

- Make sure the manager or another supervisor is available to answer questions and give them support and reassurance.
- Provide tasks where they can collaborate with others.
- Give them opportunities to help or advise others.
- Let them know how they can add value to the team and their colleagues.
- Help them handle situations with friction or conflicts.

HIGH A | INDEPENDENT



ONBOARDING TIPS

- Challenge them by setting goals within their existing expertise.
- Provide them responsibilities and independence.
- Give them opportunities for quick wins so they can deliver results right away.
- Explain how they fit into the strategy and goals of the company.
- Help them understand the value of others' opinions / input.

LOW B | RESERVED



ONBOARDING TIPS

- Introduce them to new colleagues 1-on-1 and over time.
- Provide them with time by themselves in between meetings.
- Give them factual and analytical tasks.
- Allow them time to do their thinking before giving their input.
- Help them speak up when they have opinions or input.

HIGH B | SOCIABLE



ONBOARDING TIPS

- Provide them with opportunities to interact and share ideas with others.
- Introduce them to a lot of people so they can start networking.
- Give them opportunities to get to know their colleagues in a social setting.
- Give them opportunities to brainstorm and talk things through with other people.
- Help them work efficiently when they are on their own.

Remember that people are complex! These tips will be useful to varying degree depending on the specific PI profile, the pattern spread and its factor combinations. You can use these tips as a starting point and have a dialogue with your new employee about how to make their onboarding the best possible experience.

ONBOARDING TIPS

LOW C | DRIVING



ONBOARDING TIPS

- Give them a variety of information and tasks.
- Ensure that the schedule includes a blend of different elements.
- Give them short deadlines on their learning goals.
- Give them opportunities to take action.
- Help them stay focused when there are long-term goals or repetitive tasks.

HIGH C | STEADY



ONBOARDING TIPS

- Create a clear schedule for their days and stick to the plan.
- Give them tasks that are within well-established systems and routines.
- Let them learn at their own pace without strict deadlines.
- Give them opportunities to work at a steady and methodical pace.
- Help them adjust to changes or unexpected priorities.

LOW D | FLEXIBLE



ONBOARDING TIPS

- Make the onboarding process informal and flexible.
- Give them tasks focused on the big picture and the end goal.
- Ensure the onboarding schedule has room for spontaneity.
- Give them opportunities to be innovative and think outside the box.
- Clarify the rules / things that are not up for negotiation.

HIGH D | PRECISE



ONBOARDING TIPS

- Give them lots of detailed information about their new role.
- Explain the rules, regulations and processes relevant to their job.
- Set clear, detailed expectations for assignments.
- Give them opportunities to deliver high quality, precise work.
- Explain that you don't expect them to master everything from the outset.

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