



# Worried your onboarding process isn't checking the right boxes?

## Put your mind at ease with the CUPA-HR Onboarding Checklist

Onboarding is your chance to make the right first impression with new hires. And that impression, according to recent data, matters more than you may think.

Last year, annual turnover for higher education positions was 13 percent, with 22 percent of turnover occurring in the first 45 days of employment.

"A lot of institutions struggle with early engagement and retention," said Andrea Brown, director of human resources at the University of Utah in Salt Lake City, Utah. "I've never heard anyone say that they don't need to improve their onboarding."

To make matters worse, every employee who leaves in their first year costs your institution three times their annual compensation in lost productivity and expenses related to finding, recruiting and hiring a replacement.

**So, how do you make sure you get onboarding right?**

### Enjoy flexibility...

While the checklist was created to improve onboarding processes for any college or university, we understand that you may have your own way of doing things.

We'll work with your team during implementation to configure workflows, enhance visibilities and generate tasks that serve your institution's unique needs. We'll even train your team on how to easily update and enhance your onboarding program as your processes evolve.

### Seamless progression...

To ensure your candidates enjoy a smooth transition to their new roles as employees, you can assign this checklist and other targeted, configurable programs straight from your applicant tracking solution. And for employees who weren't hired through your applicant tracking solution, you can just as easily assign the programs with Onboard.

## Introducing the CUPA-HR Onboarding Checklist

Available as part of Onboard — a PeopleAdmin solution that automates the technical aspects of onboarding — this comprehensive checklist of critical new hire onboarding tasks helps ensure a positive first impression for higher education employees. It includes:

- ✓ Setting up and cleaning the new hire's office space
- ✓ Providing a welcome packet
- ✓ Conducting orientation
- ✓ Ensuring a one-on-one meeting with the new hire's supervisor
- ✓ And more

### And trackable workflows

With real-time reporting, you have the visibility you need to see where new hires are in the onboarding process ... and if they fall behind, you can send reminders to them, their managers or anyone else who can help get them back on track.

