

Effective Employee Onboarding

Staff Resource Management Best Practices



Onboarding Explained

What Is The Difference Between Onboarding and Orientation?

It is important to distinguish between onboarding and orientation; the two, while related, are often confused. Orientation of new staff includes an initial welcome, introductions, and the flurry of paperwork required on hire. Onboarding is a more comprehensive program that works to integrate new employees into the organization.¹ Thorough onboarding of employees may last several months, but if done well, can lay the foundation for a productive, loyal, and dedicated employee and a successful work environment.

Why Is Effective Onboarding So Important?

Having a smooth and efficient onboarding process is essential for new hires, ensuring a smooth transition from 'new staff' to 'seasoned employee'. While the importance of good onboarding seems obvious, it is actually overlooked by many companies. According to a recent Gallup study, only 12 percent of employees felt their company did a great job with onboarding, and those employees were nearly three times as likely to report the best job satisfaction.¹ These findings illustrate the need for improvement in this area. Other studies demonstrate that effective onboarding can result in more engaged employees, higher profitability, decreased turnover rates, improved safety records, lower absenteeism, and boosts in service quality and customer ratings.¹

The Consequences Of Ineffective Onboarding Processes

Ineffective or lack of onboarding can have significant consequences. It is estimated that nearly 36% of organizations do not have a structured onboarding process in place.² Human Resource managers estimate that inefficient onboarding structures lower their company's overall productivity, leading to employee turnover,² a significant expense. It is estimated that an employee turnover costs an organization from one half to two times the employee's annual salary to replace them.³ Facilities that fail to streamline and maximize their onboarding program face other negative consequences: lower employee morale, lack of confidence, engagement, and even lack of trust within the organization.

If you want to retain employees, enhance productivity, and create a positive workplace culture, an established onboarding program is essential. ResiDex Software can help you.

Onboarding Made Simple and Effective With RTasks

RTasks by ResiDex supports quality staff onboarding processes through tried-and-tested tools that are accessible and an integral part of our software.

Employee Records

Studies have shown that HR managers who are not capturing staff data electronically spend three or more hours per employee manually collecting and processing data, resulting in heavier workloads and higher stress levels.² To assist with this, RTasks' Staff Profile feature captures key data for each staff member. Information required upon hire can be entered and managed on an ongoing basis throughout orientation and onboarding. Details include demographics as well as supervisory dates, background checks, and TB testing / health care status.

The Staff Profile also functions as a complete staff file for certifications, documents, health details, work attendance, reports, and more. This RTasks feature helps HR managers efficiently record information required on hire and beyond, saving both time and money for the organization.

Staff Integration and Education

A thorough onboarding process involves more than just orientation and completed checklists. Staff training on hard skills (delegated tasks and services) and soft skills (communication, empathy, behavior management) is important to onboarding, equipping staff with the tools they need to provide quality care. Documentation can be entered in RTasks. Supervision of staff can be scheduled and documented periodically, allowing supervisory staff to track progress throughout onboarding, and to provide meaningful data for annual performance reviews.



Staff meetings and in-service training are other necessary activities that can be tracked and documented. With RTasks, you can schedule meetings, document minutes, and provide meeting summaries to all staff electronically. Staff can review and learn through this meeting documentation, and their attendance is tracked. In-service training can also be documented within a staff member's profile, available for review and end-of-year accounting.

These features in RTasks streamline onboarding, and provide long-term solutions for employee management.

Learning Management System

Research reveals how incorporating automation and technology in onboarding benefits the HR team and helps in bringing on new employees.⁴ With RTasks, technology and automation is at the forefront of every feature, and the Learning Management System (LMS) is one of the best examples.

RTasks LMS includes a series of videos and support documents for onboarding and training of new staff on the software system. Administrators can set a series of courses to auto-assign by provider type – so a new nurse or HHA receives the videos pertinent to their practice. The training courses themselves are broken into short segments that are easily viewed directly in RTasks. Questions that follow each segment highlight key points and gently review and redirect if a wrong answer is selected. RTasks reports show progress toward completion, providing supervisory oversight.

With the all-in-one Learning Management System in RTasks, health care organizations can effectively standardize and monitor onboarding practices by utilizing RTasks by ResiDex Software.

Maximize Onboarding Effectiveness With RTasks

Organizations with thoughtfully-developed, effective onboarding processes see positive outcomes in employee morale, competence, and staff retention. An efficient and comprehensive onboarding program reduces costs associated with staff turnover and establishes a foundation of trust within an organization.

RTasks by ResiDex is the solution.

[Schedule a demo today!](#)

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Sources

- 1) Shrm. (2021, June 3). *Understanding employee onboarding*. SHRM. Retrieved August 29, 2022, from <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/understanding-employee-onboarding.aspx#:~:text=%22Onboarding%22%20refers%20to%20the%20pr,ocesses,%2C%20vision%2C%20mission%20and%20values>
- 2) *What does poor onboarding really do to your team?* Business News Daily. (n.d.). Retrieved August 29, 2022, from <https://www.businessnewsdaily.com/9936-consequences-poor-onboarding.html>
- 3) Wigert, S. M. F. and B. (2022, June 10). *This fixable problem costs U.S. businesses \$1 trillion*. Gallup.com. Retrieved August 29, 2022, from <https://www.gallup.com/workplace/247391/fixable-problem-costs-businesses-trillion.aspx>