

FCSSBC–Sincron HR Workshop: Recruitment and Onboarding

What is your current onboarding process?

1. We've implemented an e-Module orientation system as well as use a checklist that provides general guidance and captures onboarding and orientation action items
2. Online Office orientation with HR; building orientation and shadow shift in the program with their supervisor
3. Collect documents required for hire. CRC, BCDL, First Aid, etc. Once complete, general orientation with our CEO for a full day. Offer letter and assignments given, email, schedule program user name and passwords. Orientation to programs
4. Moodle quizzes - badges are earned upon completion. Managers work through the paperwork with employees. Shadow shifts. At least three days of training/orientation. Yearly staff satisfaction survey. Flexible
5. Mixed bag - Good, involvement with Executive Director at orientation, training, coaching, buddy system
6. Interview, tour, two mock shifts, policy manual, paper work, shadowing shift, check ins with manager
7. EE signs contract and onboarding docs either in person or online (depending on ability). Employee goes on site to review policies and onsite training with manager. Staff on site help train employee on job duties. Introduce to employ. Facilitators
8. Organizational orientation - Signing of offer letter and providing any documentations, going through policies and practices. Program orientation which include program tour, and trainings that are program focused
9. Initial hiring package with a welcome letter. Orientation checklist to be completed in first week or two. Training checklist that covers three-month probationary period. Training piece often gets lost as programs tend to do their own thing
10. Orientation week, introductions, tour, union booklet / tax forms / job descriptions, 1 week of hands-on training and shadowing, team meeting with food and drinks