


PURPOSE-DRIVEN ONBOARDING


Alex Morales, NPCA

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SESSION OVERVIEW

- Define Workforce Development
- Define Onboarding
- Company Culture & Values
- Onboarding with Purpose

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DEFINE WORKFORCE DEVELOPMENT

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WORKFORCE DEVELOPMENT

- Formal definition

: an approach to business development that attempts to enhance company stability and prosperity by focusing on the people rather than the business

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WORKFORCE DEVELOPMENT

- Formal definition

*: an approach to **business development** that attempts to enhance company stability and prosperity by focusing on the people rather than the business*



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WORKFORCE DEVELOPMENT

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WORKFORCE DEVELOPMENT

- Workforce Development Tenets/Activities
 - *Attracting*
 - *Training*
 - *Retaining*
- Understanding new generation's expectations
- Individualized approaches to employee relationships


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WORKFORCE DEVELOPMENT

- EXERCISE 1


Write down two or three things your company is doing as "workforce development" activities



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DEFINE ONBOARDING


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ONBOARDING

- Formal definition

: a human resources industry term referring to the process of introducing a newly hired employee into an organization.

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ONBOARDING

- Formal definition

:: a **human resources** industry term referring to the process of introducing a newly hired employee into an organization.



SHRM: social and performance aspects of their new jobs

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ONBOARDING

The Four C's

1. **Compliance**
 - I.e. I9's, background checks
2. **Clarification**
 - Clarify job duties and expectations
3. **Culture**
 - Organizational norms
4. **Connection**
 - Establish Interpersonal relationships





Adapted from Bob Verheide


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ONBOARDING

- EXERCISE 2

Write down two or three things your company is doing as "onboarding" activities



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COMPANY CULTURE & VALUES


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COMPANY CULTURE

- Formal definition

: a set of shared values, goals, attitude and practices that characterize an organization

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COMPANY CULTURE

- Formal definition

*: a set of shared **values, goals, attitude** and practices that characterize an organization*



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COMPANY CULTURE

- Example: "Kiewit People"

Kiewit's success is built by the best staff and craft workforce in our industry. With diverse backgrounds, experiences and expertise, **Kiewit people** take on challenging and complex construction and engineering projects across the U.S., Canada and Mexico – and they deliver. We're proud of their work, and proud to provide the tools and resources they need to do their jobs safely, continue to improve, and provide for themselves and their families.



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values, goals, attitudes




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National Precast Concrete Association
VALUES



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NPCA VALUES


INTEGRITY
Honesty, equity, and stewardship of association assets are foundational to maintaining trust and accountability at NPCA.

ADVANCEMENT
We see our spirit to innovate and advance as what sets us apart. Through determination to set and achieve goals, a desire to lead our industry, and a passion for personal and professional growth, we are driven to make a positive impact on our industry as well as each of our team members.

SERVICE
NPCA compassionately serves its members—internal and external—by providing them with the resources they need to be successful, as well as the education and support needed to perform the job at hand.

STEWARDSHIP
Achieving success is the result of a team effort, combined with our desire to contribute, evolve, and commit to our endeavors. By working together, the magnitude of our individual successes can bring forth even greater success for the industry and our association.

COMMUNICATION
We strive for positive and open communication at NPCA to strengthen trust and transparency among our members and professional staff.

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COMPANY CULTURE

- Formal definition
: a set of shared **values, goals, attitude and practices** that characterize an organization
- EXERCISE 3
Write down 3-5 things your company values



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BREAKOUT DISCUSSIONS

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NPCA CULTURE & VALUES

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NPCA CULTURE & VALUES

- Teamwork is highly valued
- Workforce development:
 - All job descriptions state *other duties as assigned*
 - All references are checked
- Onboarding
 - Visit every department meeting
 - One-on-ones
 - How does your position interact with mine

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VALUES AT THE FOREFRONT

Onboarding with Purpose

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ONBOARDING WITH PURPOSE

- Pre-hire
- Hiring
- Before first day (but after job offer)
- First day
- First week
- First quarter
- At six months
- At 1-year

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ONBOARDING WITH PURPOSE

- Pre-hire
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- First quarter
- At six months
- At 1-year

The Four C's

1. **Compliance**
 - Background checks
2. **Clarification**
 - Clarify job duties and expectations
3. **Culture**
 - Organizational norms
4. **Connection**
 - Establish personal relationships

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ONBOARDING WITH PURPOSE

- Pre-hire
- Hiring
- Before first day (but after job offer)
- First day
- First week
- First quarter
- At six months
- At 1-year

Before employee starts

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ONBOARDING WITH PURPOSE

- **Pre-hire**
 - Recruiting
 - Workforce Development Activities to "Attract"
- **Hiring**
 - Background or reference checks
 - Preparing the offer
 - Promises to Train (workforce development)
- **Before first day (but after job offer)**
 - Preparing for the employee
 - Announcement to current employees

Compliance Clarification

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ONBOARDING WITH PURPOSE

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- At six months
- At 1-year

Compliance Clarification

Culture Connection

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ONBOARDING WITH PURPOSE

- **Best Practices**
 - Written Onboarding Plan
 - Multidisciplinary Approach
 - Allows Customization for Each Employee
- Pre-hire
- Hiring
- Before first day (but after job offer)
- First day
- First week
- First quarter
- At six months
- At 1-year

Compliance Clarification


Culture Connection

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WRITTEN ONBOARDING PLAN

Onboarding with Purpose

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ONBOARDING WITH PURPOSE

- Pre-hire
- Hiring
- Before first day (but after job offer)
- First day
- First week
- First quarter
- At six months
- At 1-year

Compliance Clarification


Culture Connection

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FIRST DAY


- Make a good first impression
 - Employees are already expecting candidate
 - Access to network or security systems already done
 - Business cards, name tags, etc. already done
- Complete remaining documents
 - Pre-filled name and company info, where applicable
- Personal greeting from supervisor, peer groups
- Safety orientations
- Goal-setting

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FIRST WEEK


- Making Connections
 - Lunch with peers or supervisor
 - Access to network or security systems already done
 - Business cards, name tags, etc. already done
- Company Culture
 - Reinforce culture as explained during interview process
 - Point out expected behaviors positively
 - Talk about company and history
- Training
 - Safety
 - OJT

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FIRST QUARTER


- 90-day goals review
 - Self-review
 - Employer reviews employee
 - Ask employee to review YOU
- Employer Review
 - Reinforce culture
 - Point out expected behaviors positively
 - Talk about company and history
- Training
 - Discuss future training

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NPCA ONBOARDING PLAN


Coming Soon!

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SESSION REVIEW


- Define Workforce Development
- Define Onboarding
- Company Culture & Values
- Onboarding with Purpose (*through first-quarter*)
- NPCA onboarding plan and guide

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