Onboarding

What this is:
Best Practices on Onboarding

Why it matters?
An effective onboarding process will help your new hires feel more valued, better understand their role, and increase their productivity and performance, resulting in increased engagement and potentially less turnover.

Example:
Ensuring you are creating pathways for training in your onboarding and training process ensures that candidates from outside of the solar industry are able to catch on quickly. As we seek to make the renewables industries more inclusive, this will be critical. Furthermore, The Solar Foundation found that installer firms who spend $5,000 on training each newly hired installation worker can reduce turnover and “call back” rates while increasing labor efficiencies. Together, these will save the company more money over time than the initial training investment and help ensure the new hires feel a sense of belonging.

Here are some specific steps you can take to improve your onboarding to make it more inclusive and highlight your commitment to diversity:

→ **Let new hires know inclusion matters** - Share your commitment to diversity, inclusion and belonging by sharing resources such as Employee Resource Groups or specific programs or initiatives. After the onboarding session on inclusion, send new hires an email with a link to the resources.
→ **Give them the lay of the land** - Treat new employees with empathy as they are learning how to navigate your company. Share with them the current strategy and how teams work together. Share communication norms with them.

→ **Encourage the team** of the new employee to see inclusivity as their responsibility and to think about how they can welcome the new employee to the team. A team should adapt to each new hire to create space for them to be themselves and contribute to the department and company goals. You can help your team prepare by hosting workshops that are focused on recognizing different communication and work styles.

→ **Train your managers** so they are comfortable speaking on diversity and inclusion initiatives, processes, and resources. This will help to ensure that all managers view supporting diversity and inclusion as part of their role.

→ **Assign a buddy**. Pairing a new hire with a longer tenured employee can help answer questions.

→ **Group new hires**. Choose designated start dates so that employees can onboard as a group, as starting together can help them create a bond. This also has the added benefit of maximizing the time of the people who are conducting onboarding.

→ **Allow new hires** to block off time to read onboarding content and make space for them to ask questions after they have had a chance to digest the content.

### Links to other resources:

- [How to Create an Effective Onboarding Program](https://www.shrm.org/- SHRM
- [The Incredible Impact of Effective Onboarding](https://www.bamboohr.com/- Bamboo HR
- [How to Build an Effective Onboarding System](https://www.forbes.com/- Forbes
- [Set Employees Up for Success with Effective Onboarding](https://medium.com/- Medium
- [Solar Training and Hiring Insights](https://www.solartf.org/- The Solar Foundation