

# MONSTER ONBOARDING

## Get Your New Hires Working

### **AUTOMATED ONBOARDING FOR YOUR AGENCY**

Imagine a new hire arriving for her first day of work. Upon arrival, she completes the required paperwork in minutes instead of hours or days. She then heads to her office where a workspace, computer and telephone are waiting.

She is given a sealed envelope with a User ID and temporary password. Appointments have been arranged in advance to acquire credentials, keys, a building pass, cell phone and travel card.

Her orientation and initial training have been completed online prior to her arrival today. Your new hire is ready to contribute on day one.

### **The Current New Hire Experience**

Unfortunately, many first days on the job do not go as smoothly as the one described above. All too often, new hires are subjected to hours of paperwork, delays for network and email access and a scramble for office space and supplies. Lack of coordinated workflows, task management issues and a large number of open positions can sabotage even the best agency hiring campaigns.

These issues may lead to a poor first impression and there is growing evidence that links the onboarding process with employee retention beyond the first year. At Monster Government Solutions, we believe there is a better way to welcome your new hires. With this in mind, we created Monster Onboarding.

### **Transforming the Onboarding Process**

Monster Onboarding is designed to dramatically improve communication, execution and management of onboarding tasks across your organization. This is done by automating tasks among new hires, human resources, hiring managers and all necessary agency personnel.

We have removed much of the time-consuming aspects of onboarding by automating the entire process – from the initial offer letter, to new hire forms, to provisioning, to new hire orientation. New hire data is automatically populated into offer letter and email templates.

Role-based workflows are configured in Monster Onboarding and used to automatically notify all users involved in the onboarding process of their specific tasks. The system then employs an intuitive task center, automated email notifications and a new hire portal to engage human resources, hiring managers and new hires to complete tasks involving offer letters, start dates, form completion, provisioning as well as orientation. A worklog of all activities is created for each new hire – from the day a candidate is selected to fill a position through the offer phase and up to the new hire's first day on the job.

Monster Onboarding improves efficiency by pre-populating forms and documents, such as offer letters, by leveraging information provided during the application process and throughout the onboarding process. A wizard eliminates redundant data entry and reduces the time and effort required to complete their paperwork. If the application was not received through Monster Hiring Management, HR can enter basic applicant data to get the applicants started on their forms.

Completed new hire forms are then provided to internal stakeholders for HR, payroll, and security processing as well as to the Office of Personnel Management (OPM), for storage in the new hire's electronic Official Personnel Folder (eOPF).

### **Intuitive Tools for Seamless Automation**

In order to successfully automate your onboarding tasks, we have developed comprehensive features within Monster Onboarding. Each element is designed to streamline a critical aspect of the onboarding process.

Task Dashlet – Instantly determine where each new hire is within the onboarding process. Group tasks by status or assigned user, track completion percentages of all forms and reassign tasks as needed. Tasks can be completed individually, or grouped together for bulk actions.

**TO LEARN MORE ABOUT MONSTER GOVERNMENT SOLUTIONS, CONTACT US TODAY:**  
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**Form Library** – Quickly package together materials for each new hire from a repository of standard federal and agency-specific forms. Your Monster Onboarding library includes personnel, payroll, benefits and tax forms – in either downloadable or fillable formats.

**Form Wizard** – Significantly reduce the effort required to complete paperwork and ensure consistency using our forms wizard. Eliminate the time and expense of printing, scanning and shipping forms. Forms include pre-populated data, and fields are mapped together, so data required for multiple forms is only entered once.

**Standardized Workflows** – Ensure consistency with all new hire tasks. Workflows can be configured to support agency-specific needs.

**Letter Library** – Quickly create a customizable library of up to 50 letter templates. Include tags that automatically populate with applicant and vacancy information.

**New Hire Portal** – Keep new hires engaged with a personalized, agency-branded portal that can provide deeper insight into the agency and help the new hire begin their assimilation prior to their actual Entry on Duty date. Track new hire tasks and allow new hires to quickly complete orientation. Provide orientation materials such as videos, organization charts and employee handbooks.

**Provisioning Checklist** – Kick off and track completion of provisioning tasks with comprehensive checklists that ensure new hires have everything needed to be productive on their start date. Supports provisioning of items such as network login, email address, facility space, office supplies, computer, phone, PIV card, security and building/parking access.

To insure all onboarding tasks go smoothly, we have included additional features in Monster Onboarding, such as:

- **Audit Worklogs**
  - Create audit trails
- **Status Reports**
  - Track new hires
- **Email Templates**
  - Eases communication
- **Automated Notifications**
  - For pending tasks
- **Metrics Dashboard**
  - To report task status
- **Clearance Process**
  - Facilitate background checks

**Improve Your Agency's New Hire Experience**  
Improved onboarding has been found to enhance new hire first impressions, reduce turnover and increase productivity. According to an Aberdeen Group study, organizations that have implemented best-in-class onboarding processes, have improved retention rates by over 30%\*.

Monster Onboarding allows your agency to improve the onboarding experience for new hires as well as existing employees. New hires will feel welcome and can be productive on their first day. Employees involved in onboarding will enjoy the productivity gains made through automation and a streamlined, consistent onboarding process.

### KEY BENEFITS

- **Reduce onboarding time**
- **Supercharge productivity**
- **Enhance your organization's new hire experience**
- **Improve morale**
- **Reduce employee turnover**

Monster Government Solutions, a business unit of Monster Worldwide, leverages technology and professional services to deliver unique public sector workforce solutions.

Monster Government Solutions has a proven track record of providing robust human capital solutions and has brought best practices to public sector communities for the past 13 years.

Monster Hiring Management Enterprise is in use today at 14 cabinet-level agencies and in nearly 100 federal agencies and bureaus.

In addition to project management and standard implementation services, we offer the following associated consulting services:

- **Change Management**
  - Stakeholder Analysis
  - Process Mapping
  - Training and Communication Plans
- **New Hire Satisfaction Surveys**

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