

OnBoarder

Individual Report



CANDIDATE NAME: JAYNE BRIGHT

REPORT GENERATED: 06/01/2010

CONFIDENTIALITY: HIGH

TalentDrain
engagement & retention specialist

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Introduction

This report is confidential and is intended for access by relevant members of the HR team and **Jayne Bright** who completed the OnBoarder New Starter Questionnaire on **06/01/2010**.

This individual report has been created to enable you to focus on factors that are impacting the level of engagement and initial day-to-day capability of an individual employee. This report has also been designed to supplement OnBoarder group based reports that provide a strategic overview and identify trends within your onboarding process.

Before reading this report, we would recommend that you are clear on the following points:

- Why your organisation has decided to review its on-boarding process (NB It will help you engage managers in the process if you can explain the reasons behind this process).
- How OnBoarder has been communicated around your organisation.
- The level of anonymity and confidentiality that has been promised to the people completing the questionnaire.
- How this level of anonymity and confidentiality will be respected during any follow-up conversations and action planning.
- The expected outcomes from exploring feedback with the individual.
- The person responsible for conducting the feedback meeting; is it a trained HR professional or the individual's line manager?

Who Should Have Access to this Report?

This report should be used and stored in line with the levels of anonymity and confidentiality promised to the individual in completing the questionnaire, and with your wider organisational policies on confidentiality and data protection.

Please ensure that whoever conducts any follow-up discussion with the individual knows how to interpret the data within this report, has been properly briefed and has the appropriate level of skills to conduct such a conversation.

>> Under no circumstances should the employee be sent this report in isolation.



About Jayne Bright

Gender	Female
Age	31 – 35
Ethnic Origin	White British
Educational Qualifications	Degree
Tenure	0 – 3 Months
Department	Marketing & Sales
Job Title	Sales Manager (London)
Occupation	Managerial
Position Type	Part Time, Permanent
Intending to Stay	2 – 3 Years
Recruited into Organisation	Via a recruitment selection company



OnBoarding Profile

Based on the responses to the OnBoarder questionnaire, **Jayne Bright's** overall level of integration can be described as:

Overall Integration Index



>> **Note**
 The Overall Integration Index is calculated using the individual's response to the five factors outlined below.

Jayne was asked to rate a number of factors, which together, form the overall onboarding experience at your organisation:

A	Level of Engagement (Undecided whether to progress my career here)	At Risk
B	Job Expectations (Some differences between expectations & reality)	Okay Fit
	Organisational Expectations (Some minor differences between expectations & reality)	Close Fit
C	Induction Process (No real room for improvement)	Excellent
D	Recruitment Process (Big room for improvement)	Poor

>> **Note**
 This individual report focuses primarily on the factors most critical to engagement going forward, i.e. Level of Engagement, Job and Organisational Expectations. Trend data regarding the Recruitment and Induction Processes are available in the relevant Group Report.



A. Level of Engagement: 'At Risk'

The following table summarises the **Turnover Drivers** for Jayne Bright:

<input checked="" type="checkbox"/>	The pay & benefits package
<input checked="" type="checkbox"/>	The nature of the work itself
<input checked="" type="checkbox"/>	Relationship between employees and management
<input checked="" type="checkbox"/>	The degree of autonomy in your role
<input checked="" type="checkbox"/>	The match between your expectations and reality
<input checked="" type="checkbox"/>	Client Statement 1
<input checked="" type="checkbox"/>	Client Statement 3



B. Meeting of Expectations

The following table summarises Jayne’s pre-joining expectations in relation to their job and the organisation:

Job Expectations (Some differences between expectations & reality)	Okay Fit
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Organisational Expectations (Some minor differences between expectations & reality)	Close Fit
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The following table identifies those factors that attracted Jayne to join the organisation initially, and evaluates the extent to which their expectations regarding the organisation and the job have been met.

		A	1	2	3
1	The pay & benefits package				
2	Potential for progression through the organisation	☑			
3	Training and development opportunities				
4	Work-life balance on offer	☑			
5	The calibre of our people				
6	The nature of the work itself				
7	Image/profile of the organisation	☑			
8	The physical working environment				
9	Our reputation as an employer	☑			
10	What we do as an organisation				
11	The degree of autonomy in your role				
12	Mentoring from your line-manager / other				
13	Client Statement 1	☑			
14	Client Statement 2				
15	Client Statement n				

Key: **A=** Attraction Factor



No pre-joining expectations



Expectations **not** met



Expectations met



B. Meeting of Expectations (Continued)

Jayne was given the opportunity to express in their own words whether the reality of working here has met their expectations:



C. Induction Process

Jayne provided an overall rating for their induction process:

Induction Process: (No real room for improvement)	Excellent
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>> **Note**
An individual's induction process that has been rated as **'poor'** or **'okay'** would have had an impact on their onboarding experience.

Jayne was also given the opportunity to express in their own words whether they had any suggestions for improving their induction process:



D. Recruitment Process

Jayne provided an overall rating of the recruitment process they underwent in joining us:

Recruitment Process
(Big room for improvement)

Poor

Jayne was also given the opportunity to express in their own words whether they had any suggestions for improving the recruitment process:



Open Ended Questions

In the final section of the OnBoarder questionnaire Jayne had the opportunity to describe in their own words their feelings regarding the role and the organisation.

What do you enjoy most about your job or where you work?



Open Ended Questions (Continued)

What, if anything, do you dislike most about your job or where you work?