# **Learning Assessment**

**Audience**: The learners in this course are those in mid to upper-level leadership roles (supervisors, managers, directors). These participants will attend a workshop on how to effectively onboard new hires.

**Learning Setting**: the learning will occur in a training classroom. The learning environment will be setup in a conference seating style with tables and chairs that allow for group activity and discussion.

**Goal 1:** For learners to know the difference between new hire orientation (a 1-2 day event) and an onboarding process. The goal is to assess how new hire orientation is a 1-2 event that is facilitated by the Training Department and how an onboarding process is larger is scope and an ongoing process that requires the input of various working units (HR, Manager, Training, Onboarding Partner etc.)

**Objective 1:** Describe the difference between orientation and onboarding.

**Assessment:** Participants will be given five minutes to brainstorm the answer to the following question with their group:

**Assessment Question:** “What is the difference between new hire orientation and an onboarding process?”

**Activity Directions:**

1. Provide each table group with a flip chart and markers. Each flip chart will have two columns: “New Hire Orientation” and “Onboarding”. In groups of 3-4, participants list the differences between new hire orientation and onboarding.
2. Participants will have to brainstorm what they already know about new hire orientation and onboarding to see if they can identify the differences of each as it relates to: timing, goal, responsibilities, scope, objectives, benefits etc.
3. The facilitator will assess participants based on the lists they generate. The facilitator will debrief the learning activity by reviewing the responses of each group as listed on the flip chart. The facilitator will be listening to their responses and providing feedback on the correct and incorrect responses provided.

**Assessment Activity Facilitation Notes:**

As the table groups work to brainstorm the differences between new hire orientation and the onboarding process, the facilitator will circle the room to monitor if the learners are able to produce a lists of differences. This is a discovery activity to gage how much the learners know about the topic of new hire orientation and onboarding. The facilitator is looking for groups to provide feedback on the following areas:

As the groups are working to generate the lists, the facilitator is assessing their ability to complete the activity and if participants are struggling with identifying the differences. For participants that are unable to generate lists, or “stuck”, the facilitator will ask the following probing questions to help guide them in identifying the critical differences:

**Probing questions:**

1. How long does new hire orientation lasts in comparison to an onboarding process?
2. Who is typically involved in new hire orientation? What about onboarding?
3. What topics do you think are covered in new hire orientation vs. in an ongoing onboarding process?
4. What do you think the goals are to an orientation, and an onboarding process?

At the end of the conclusion of the activity, the facilitator will debrief the activity by populating the following table on the power point and discussing each area. This will validate the participants for the responses that are similar, and highlight the focus areas of where answers were not provided to shed light on the topic and category.

|  |  |  |
| --- | --- | --- |
| Category | New Hire Orientation | Onboarding |
| Timing | Is typically a one day *event* | This is an ongoing *systematic process* extends far beyond a day and involves many focus areas |
|  | The responsibility of this *event* is usually owned by one group (HR, Training & Development) | This is *systemic process* that is owned by many parties: Managers, HR, Training & Development etc. |
|  | Usually last 1-2 days | Can be a process that last from 3-9 months or as long as a year. |
|  | This is a one-time event that typically covers high-level need to know information that’s important for the first few days i.e., payroll, benefits, critical policies. | This is an ongoing process that covers various topics throughout the onboarding cycle: cultural acclimation, organizational goals, values, beliefs, departmental goals |
| Message | Covers other administrative issues and compliance needs for new hires. | Fosters a feeling of belonging and affirmation of role choice |
|  | New hire attends event independently | New hire is partnered with a “buddy”, “partner”, “ambassador” etc., during the process to support and provide guidance on questions/issues. |
| Results |  | Helps to support time-to productivity |
|  |  | Supports teambuilding, long-term relationships with coworkers and key contacts |
|  |  | Helps build open communication between employee and leader |
|  |  | Helps retention and engagement as new hires are provided constructive feedback early in their onboarding process |