



Investing in First Impressions

How enterprise content management (ECM) can promote new-hire success and retention through effective onboarding.

Companies have a short window to convince new hires to stay.

33% of new hires know whether they can stay at their company long-term after just one week.



63% know within the first month.

The costs of not retaining an employee are high:



Their seat stays empty for an average of 63 days.



It can take 8 months for the next new hire to reach full productivity.



The company can spend 16-20% of an employee's annual salary trying to replace them.

Onboarding can help give your new hires the right first impression, but three things make it difficult for HR managers: **limited visibility**, **lost efficiency**, and **poor control**.

Visibility

Before ECM

To collect and provide access to onboarding documents, businesses add or maintain multiple file storage solutions, archives, network drives, and software systems.



After ECM

Files are captured at the source and organized into a single system with minimal human interaction, providing HR managers with a holistic view of the entire onboarding process.

Efficiency

Before ECM

HR staff are burdened with manually filing and searching for employee data, rather than focusing on engagement and retention activities to combat employee turnover.



After ECM

ECM frees up HR staff time by automating repetitive steps such as creating employee folders, filing employee information, and assigning tasks to relevant departments.

Turnover rates aren't likely to slow down:



The average job tenure for Millennials is just 3 years, more than 1.5 years less than the overall average.



Early studies of Generation Z indicate 60% expect to have multiple careers before their 30th birthday.

Control

Before ECM

Mishandled personal employee information can lead to costly errors. 30% of data breaches occur as a result of employee error.



After ECM

Granular security settings based on department and role grant complete control over the onboarding process, ensuring only the right people have access to employee documents and data.

OnBase by Hyland: Your Onboarding Solution



OnBase provides a holistic view of all critical onboarding information and tasks on a single enterprise content management platform.

With OnBase, HR staff can more efficiently manage the onboarding process and focus on creating a memorable new-hire experience that promotes loyalty and engagement.



Contact OnBase to improve your onboarding process:
onbase.com/contact



Or read our extended eBook for more information:
onbase.com/first-impressions

Sources: <https://jobs.washingtonpost.com/article/get-ready-for-generation-z/> | <https://www.cebglobal.com/human-resources/recruiting/accelerating-recruiting.html> | <http://www.bls.gov/news.release/pdf/tenure.pdf> | <http://blogs.wsj.com/law/2015/12/09/employee-error-leading-cause-of-data-breaches-new-survey-says> | <http://hriq.allied.com/pdfs/AlliedWorkforceMobilitySurvey.pdf> | <https://www.americanprogress.org/wp-content/uploads/2012/11/CostofTurnover.pdf>

