New Employee Onboarding System

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Abstract: *For most of your HR life, you might have envisioned onboarding as a process to welcome new hires and enlighten them on your company's culture, benefits, and employees. Paperwork comes as no surprise. It's high time we realize we are only making it hard for our employees to find their feet by swamping them with information overload and paperwork. For that we are Creating an intuitive onboarding experience with applications that unify systems and data to optimize HR processes and delight new hires.*

Keywords: Classification, Diabetes, Machine Learning, Prediction Algorithm

I. INTRODUCTION

For most of your HR life, you might have envisioned onboarding as a process to welcome new hires and enlighten them on your company's culture, benefits**,** and employees. Paperwork comes as no surprise. It's high time we realize we are only making it hard for our employees to find their feet by swamping them with information overload and paperwork. For that we are Creating an intuitive onboarding experience with applications that unify systems and data to optimize HR processes and delight new hires.

An employee onboarding plan lays down the various steps involved in the employee onboarding program in the increasing order of priority. With the onboarding plan, the HR team can ensure that all the necessary information has been passed on to the new hire, and they feel comfortable in the new workplace. The employee onboarding plan is not limited to the new hire's first day. It is an elaborate process that can last up to 6 months to a year, ensuring they have everything they need to succeed at their new job. This would include meeting the team, learning new tools and courses, regular check-ins with the manager, goal-setting, etc.

II. EMPLOYEE ONBOARDING

The definition of employee onboarding differs from one organization to another. While the process tends to be almost similar, the time-period and tasks involved make each onboarding program unique. While a few HR managers seem to consider employee onboarding process as simply the new hire paperwork, more savvy and committed team members have a different perspective on the employee onboarding meaning. They consider the entire period from the time an offer is released to the moment where an employee becomes a productive contributor to the organization as a part of employee onboarding.

Onboarding spans from the minute you make an offer to the time the employee starts genuinely producing in a role. However, the time taken to achieve that might vary from one organization to another. A few organizations consider onboarding a one-day affair whereas others stretch it out for 18 months. However, for nearly all organizations, the employee onboarding process starts right after the offer letter is sent to a prospective employee.

Every process that falls within that time period including the orientation program, the training plan, setting up performance metrics and a feedback loop is segmented under the definition of onboarding.

2.1 Pre-onboarding

The first phase of onboarding, also called pre-onboarding, begins as soon as a candidate accepts your offer and continues until their first day of joining. This is a very crucial time for your candidates because they are the most uncertain of what lies ahead. Even a small miscommunication or misunderstanding can make candidates doubt their decision to join your organization. On the other hand, when candidates are managed properly and kept updated on organizational developments, they'll start feeling more excited about their decision to join your organization.

During the pre-onboarding phase, help employees complete all the necessary paperwork. Make sure to give them ample time as they may be finishing up with exit tasks at their previous organization. If they are relocating, check if they need any help finding a place to live. You could also send them a video or document that gives a brief idea about how your organization works and what their first day will look like.

2.2 Employees Agreement Documents

We can customize onboarding software according to the organizations requirements. The agreement can be provided in the latest forms to help the new employee understand the process making it easier to fill the forms and save time. Welcoming new hires

The second phase of onboarding is often dedicated to welcoming new hires to your organization and providing an orientation to help new hires acclimate. Keep in mind that they may not know anyone inside your organization yet, and they won't know how teams operate on a day-to-day basis. That's why it's necessary to give them a clear picture of your organization before they begin their work. Most new hires will be eager to get started, though, so it's better to restrict this phase to less than a week.

Keep the first day as simple as possible. During orientation, help them gain a better grasp of your organizational culture, and show them how your work practices are aligned with this culture. Discuss topics like time off, attendance, medical insurance, and payroll policies. If necessary, direct them to parking spots, cafeterias, and medical facilities. After this, introduce your new hires to their teammates and other stakeholders. During the end of the second phase, you can organize a quick meeting with your new hires to make sure they are comfortable and adjusting well.

2.3 Role Specific Training

The training phase is one of the most important phases of onboarding, and it's directly correlated with how successful new employees will be at their jobs. Without formal training, your employees may not know what it takes to thrive. As a result, they may develop a feeling of dissatisfaction, which can lead to a high turnover rate. On the other hand, a well-drafted new hire training plan will help employees feel welcome by showing that you care about their development.

As a first step to the training, help employees familiarize themselves with your Learning Management System. If you offer online courses, they should not feel overwhelmed looking at the application. Try exploring different types of learning techniques like blended learning, self-paced learning, micro-learning, and more so that your new hires can select the style that they are comfortable with. Any onboarding learning materials should be stored safely in a place that employees can easily access and refer back to.

III. METHODS OF STUDY SELECTION

Significant studies were selected based on the IEEE protocol. Journal search was performed on Web of Science, Scopus, PubMed databases from the year 1988 to 2021. This strategic selection of studies was conducted using the keywords like "OutSystems", "Employee Onboarding", "Remote onboarding".

Knowledege about Outsystems

- **OutSystems** is a Low-code development platform which provides tools for companies to develop, deploy and manage omnichannel enterprise applications. OutSystems was founded in 2001 in Lisbon, In June 2018 OutSystems secured a $360M round of funding from KKR and Goldman Sachs and reached the status of Unicorn In February 2021 OutSystems raised another $150M investment from a round co-led by Abdiel Capital and Tiger Global Management, having a total valuation of $9.5 Billion. OutSystems is a member of the Consortium of IT Software Quality (CISQ).
- OutSystems is a low-code development platform for the development of mobile and web enterprise applications, which run in the cloud, on-premises or in hybrid environments.
- In 2014 OutSystems launched a free version of the platform that provides developers with personal cloud environments to create and deploy web and mobile applications without charge The current version is 11, for both the paid and unpaid versions.
- OutSystems is the only company with a singular focus on high-performance low-code. This is not low-code/no-code. This is the low-code that enables you to develop serious applications with serious productivity fast–the kind

that eliminates waste and overhead so professional developers can get on with the creative business of designing and deploying uniqueness.

- With OutSystems, you can develop enterprise-grade applications for the use cases that are most important to your business. Create customer experiences that differentiate, transform legacy applications, simplify and accelerate business processes, and build innovation into your employee experience.
- OutSystems delivers apps that make an impact in the world, and it shows. We have been recognized as a leading low-code platform for ability to execute and vision by analysts for five years and counting.
- Employee onboarding system
- The definition of employee onboarding differs from one organization to another. While the process tends to be almost similar, the time-period and tasks involved make each onboarding program unique. While a few HR managers seem to consider employee onboarding process as simply the new hire paperwork, more savvy and committed team members have a different perspective on the employee onboarding meaning. They consider the entire period from the time an offer is released to the moment where an employee becomes a productive contributor to the organization as a part of employee onboarding.

3.1 Remote Onboarding

Remote onboarding is the process of incorporating a new employee into a company and familiarizing them with the company culture and policies, so they can become an effective and contributing member of the team implementing technology of video calls and tech tools. There are 4 C's of Onboarding:

1. Compliance is the lowest level and involves learning the basic rules and policies of the organization, as well as filling out all necessary paperwork.
2. Clarification ensures that the new employees understand their roles and responsibilities. It can help to describe upcoming projects in which they will be participating, and how they can contribute.
3. Culture explains the norms for the organization. This can be accomplished by giving them a tour of the facilities, describing how things work, and explaining how they fit within and impact the larger organization.
4. Connection is the highest level, wherein a new employee develops relationships with the other members of the organization and begins to feel like part of the team. Introduce them to as many of their coworkers as possible! Encourage team members to explain what they do and to include the new hire in formal, as well as informal activities, such as going to lunch together. It helps to assign a mentor or buddy who can be readily available to answer any questions, and who can bridge the gap between the new employee and their coworkers.

3.2 Motivation And Aim

- During the period before employees start their new job, they are particularly open to anything linked to their new role and organization. If you don't use this period for 'pre-boarding', you really are missing an opportunity. You can maintain regular contact with employees, for example, by sending them introductory material in advance or inviting them to team or organizational meetings.
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- To motivate and support employees to perform independently quickly
- To clarify how employees can contribute to organizational goals
- To help employees to connect with colleagues and the organization

IV. FIGURES AND TABLES

**Use case diagram of Employee Report Analyzer:**

The Use case diagram is used to identify the interaction between system and actors. Our system have 2 actors such as – HR and Employee. These two interact with their own use-cases. Below mention is use-case diagram:-
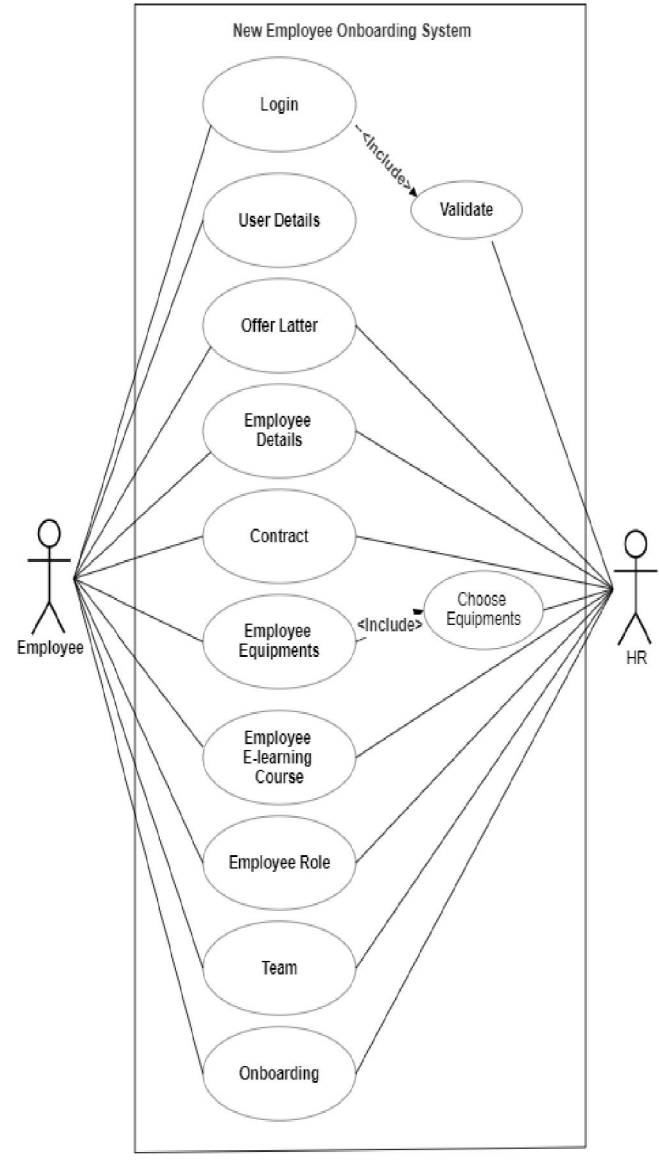
Model of New Employee Onboarding System

This Diagram is used to display how the actual HR onboarding process is done in application.
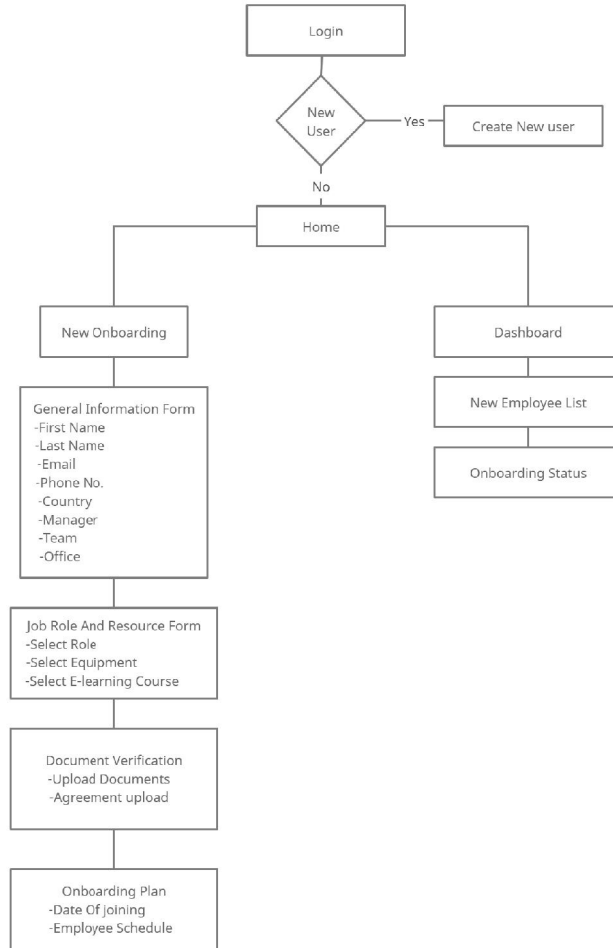
V. ACKNOWLEDGMENT

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