

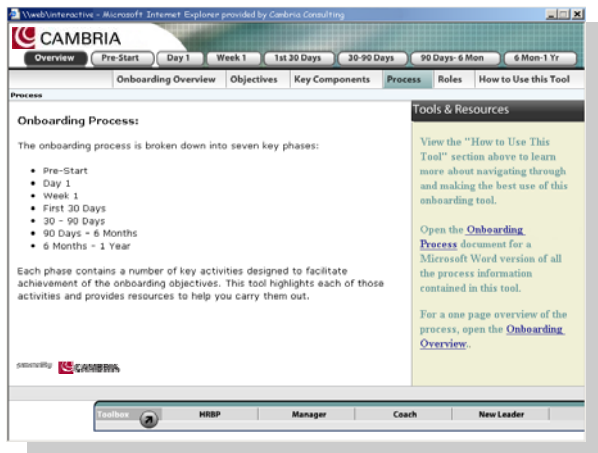
ONBOARDINGDIRECTOR™

ORCHESTRATING ONBOARDING ACTIVITIES

Connect onboarding efforts across the organization while directing and supporting the individual and collective activities of everyone involved in the process.

OVERVIEW: A HOLISTIC APPROACH

Designed to facilitate onboarding of new leaders into strategically important roles, OnboardingDirector™ provides an organizing framework for all the information, tools and resources associated with the process. It outlines activities for each of the key individuals involved – typically, the new leader, his or her manager, an administrative coordinator, a HR representative, a coach, and a peer mentor.



USE ONBOARDINGDIRECTOR™ TO:

- Ensure a consistent approach to new leader transitions across the organization
- Mobilize the individuals involved with onboarding into action by detailing who does what by when
- Share a best practice onboarding approach and tools in a central location
- Navigate a complex process in a straightforward manner
- Provide easy access to the right information at the right time to the right person
- Accelerate new leader performance and productivity on-the-job

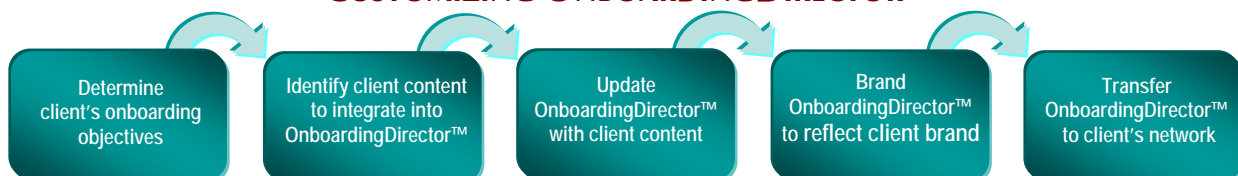
BEST PRACTICE PROCESS AND TOOLS

OnboardingDirector™ embeds Cambria's best practice onboarding process and set of tools. Based in part on benchmark research involving global companies in various industries, our process begins with a pre-start phase and continues through the end of the new leader's first year. Using this as a foundation, we work with you to build on it and create the process and tools specific to your needs. (See the illustration below.)

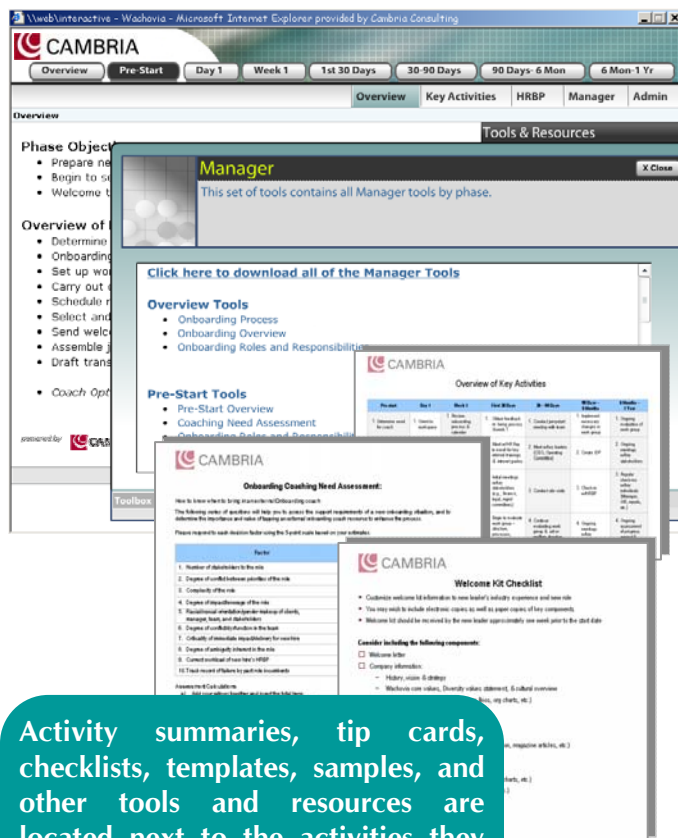
KEY DESIGN FEATURES

- ✓ Web-based system that reflects client branding parameters
- ✓ Downloadable tools built using Microsoft Office products that users can edit and save
- ✓ Single click access to all the tools that support each role in the process
- ✓ Option to add rich media content (e.g., Flash, video) and to periodically update and change the content

CUSTOMIZING ONBOARDINGDIRECTOR™



ONBOARDINGDIRECTOR™ TOOLS SPOTLIGHT



Activity summaries, tip cards, checklists, templates, samples, and other tools and resources are located next to the activities they are directly associated with as well as in toolboxes by role at the bottom of the page.

RELATED CAMBRIA SERVICES

- **Transition Coaching**
to provide individualized, one-on-one support for new leaders during their transition period
- **Individual Assessment**
to better understand leader strengths and development needs and tailor the onboarding experience accordingly
- **Leadership Development**
to build a new leader's skills and capabilities

About Cambria Interactive

Cambria Interactive is a division of Cambria Consulting, Inc., a human resource consultancy specializing in strategic talent management and organizational assessment. Cambria Interactive engages employees in strategic human resource programs by creatively combining new media, design and programming technologies to deliver customized training, development and change management solutions. We can deliver our solutions via the Internet, a company's intranet, CD-ROMs and DVDs. For more information about our human resource development and interactive solutions, visit www.cambriainteractive.com or call (617) 523-7500.

CLIENT STORY

REPLACING A PAPER-BASED SOLUTION

Challenge

A global financial services firm approached Cambria to help them create an organizational onboarding process for new leaders. Within their organization, each business unit had their own process and supporting set of tools, but there was little sharing of best practices.

Because the company was growing rapidly, they wanted a best practice process and set of tools to enable effective and consistent onboarding across the organization. Initially, they requested a binder to distribute throughout the company.

Approach

Cambria began work on this project by reviewing everything done to date in each of the business units. We identified the synergies and differences and reviewed the work holistically to identify any gaps. Then, in collaboration with our client, we created a process map for onboarding and benchmarked it against best practices in other organizations.

This map provided an overview of each phase in the onboarding process, including the objectives, key activities, supporting tools for each activity, and an indication of who would carry out each activity and when they would do so. This map also served as a guide for building out the details of the process and tools.

At this point, recognizing the volume of information and tools associated with the process – and the difficulty of being able to navigate through it in a straightforward manner using a binder, Cambria recommended OnboardingDirector™.

Our client agreed to implementation using OnboardingDirector™, and using this platform, we collaborated to finish developing the details of their process and tools.

Outcome

OnboardingDirector™ has been successfully utilized in each of our client's business units. There is a central point of access for sharing best practices, and users can enter OnboardingDirector™ at any point in the process, identify what needs to be done, and access tools and resources to help them do it.