FEBRUARY 2021

Design Prototype
Virtual Onboarding for New Hires

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SOCIAL COMPUTING - IDT-6200-BK1 – GBOIF6567
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FEBRUARY 21, 2021

VIRTUAL ONBOARDING FOR NEW HIRES

OVERVIEW

The goal of this design is to provide a virtual onboarding experience for new hires using various technologies to acclimate, engage and socialize employees joining a new organization. The goal is to re-create an onboarding experience in an online environment to achieve the same results of employee retention, engagement and increased job performance that a traditional in-person experience would achieve.

At the end of the 90-day onboarding program, new hires will be able to:

1. **Explain** how their role contributes to the mission and vision of the organization and its relationship to other departments.

2. With assistance from their direct manager, **plan** their developmental journey and goals for the first year.

3. **Develop** and present at least 2 'wild ideas' to their manager that will contribute to innovation within their department or organization.

DESIGN TYPE

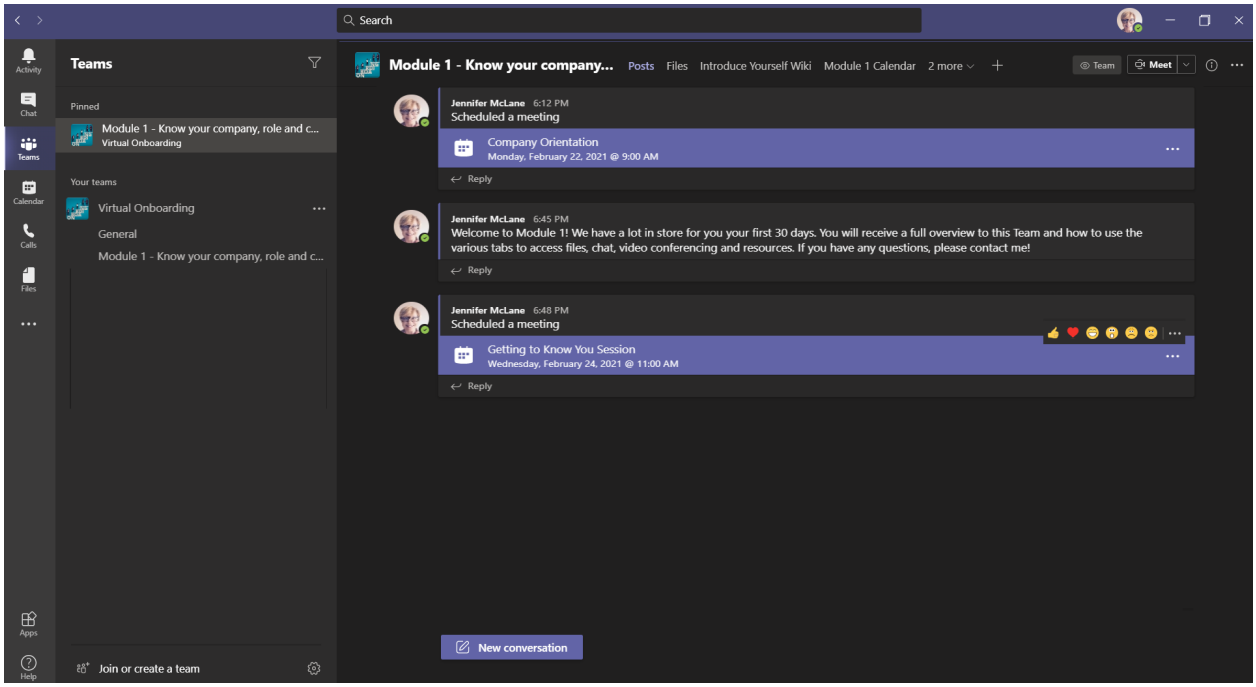
Microsoft Teams will be used to create virtual onboarding environment using the resources and apps available to include community chat, file sharing, video conferencing, hosted videos, planner boards, knowledge wikis, and a survey tool for feedback. Using theories and instructional concepts based on legitimate peripheral participation, the Onboarding Ambassador will manage and lead the new hire cohort through their first 90-days of employment.

Teams is designed to address many of the in-person activities conducted at work in an online environment all in a centralized location. These tools can re-create many of the in-person interactions like meeting with your manager, attending meetings, and chatting with co-workers using the apps available. By carefully designing the activities and creating a community of new hires with disperse geographical locations, the goal is to teach the requisite knowledge needed to acclimate to the organization while successfully building relationships with co-workers and teams.

DESIGN PROTOTYPE

Included are various prototypes for this virtual onboarding environment using the Microsoft Teams program. This can be modified to accommodate the other modules in the design, however, the examples included are for Module 1 only.

HOME SCREEN/CHAT SCREEN

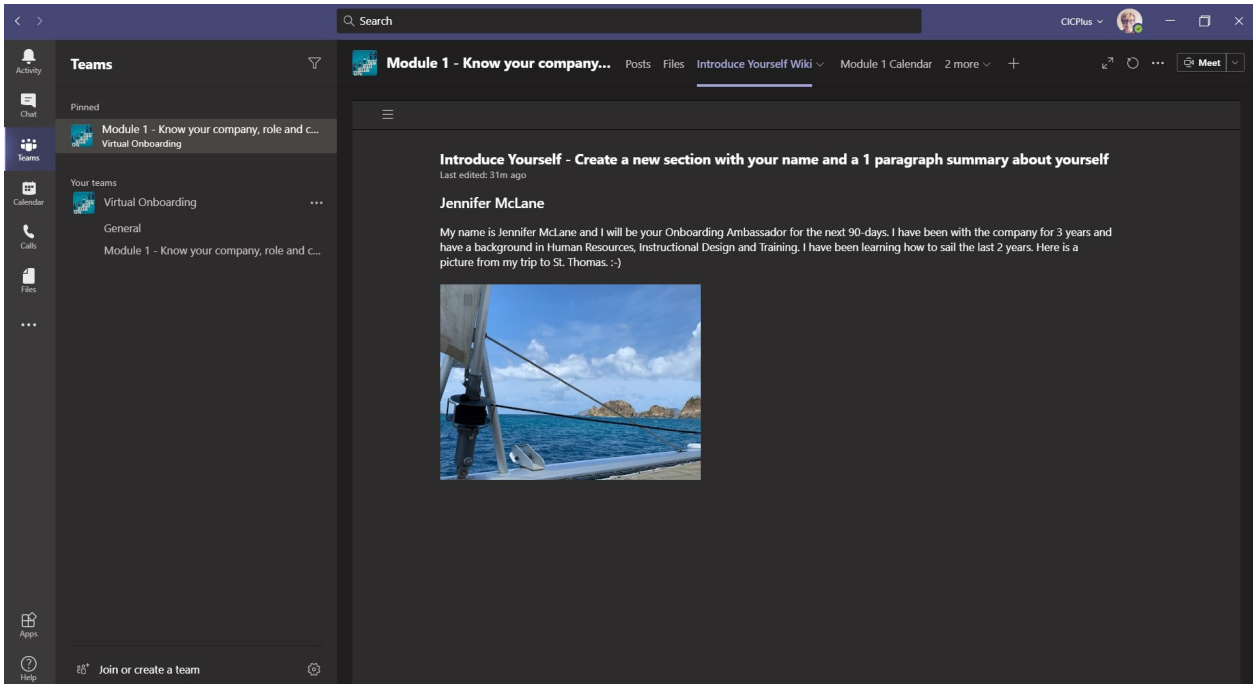


On this first screen you can see the team created to the right of the window with different channels that represent each of the modules so files, chats and other information stays organized and relevant to that module. Everyone in that new hire cohort will be a member of the team so all new hires will know who is on the team can get quick and easy access to its members.

To the left of the Teams navigation are all the things that users can do in Teams like, chat with other co-workers, access to their calendar to join meetings, make a phone call, and access files outside of this team. Phone calls can include video so teammates can get acquainted with one another.

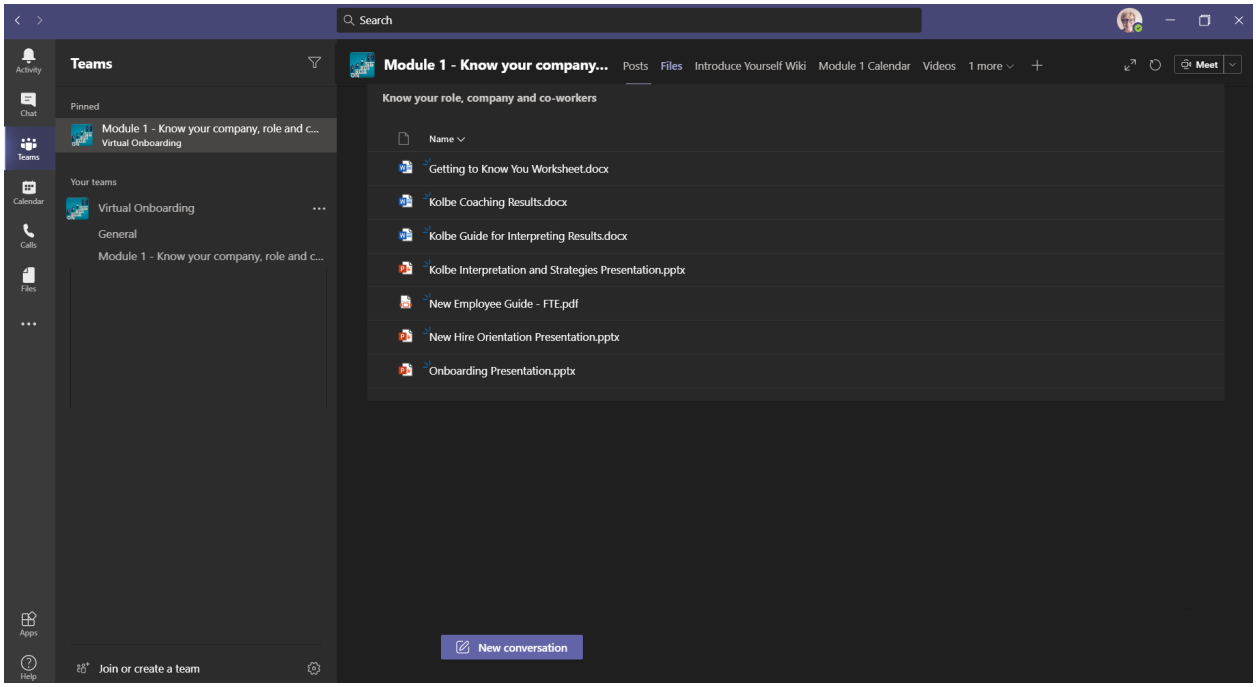
Chat is a great way for users to be notified if events, files, or other activity that takes place in the team. Learners have the opportunity start new conversations and tag team members who they want to receive a notification about that post. Files and other elements of Teams can be shared within the chat area.

WIKI SCREEN



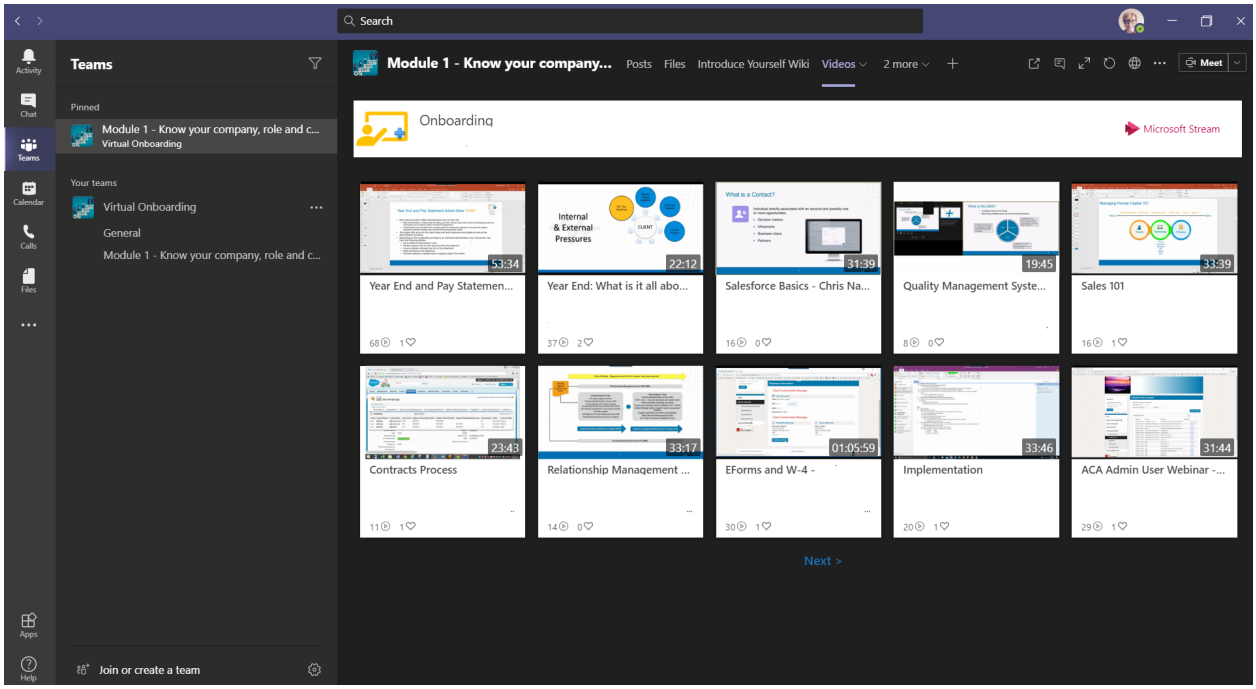
The Wiki is a useful tool for learners to share information. Here is it being used as an introductory tool for the leaners to introduce themselves and post something personal. In addition, they can read about others in their cohort to get acquainted. This can be redesigned for other modules, for example in the assignment in Module 3 when asked to create a Wiki about the company's products and services. Again, this is editable and accessible by all in the cohort as a collaborative tool.

FILES SCREEN



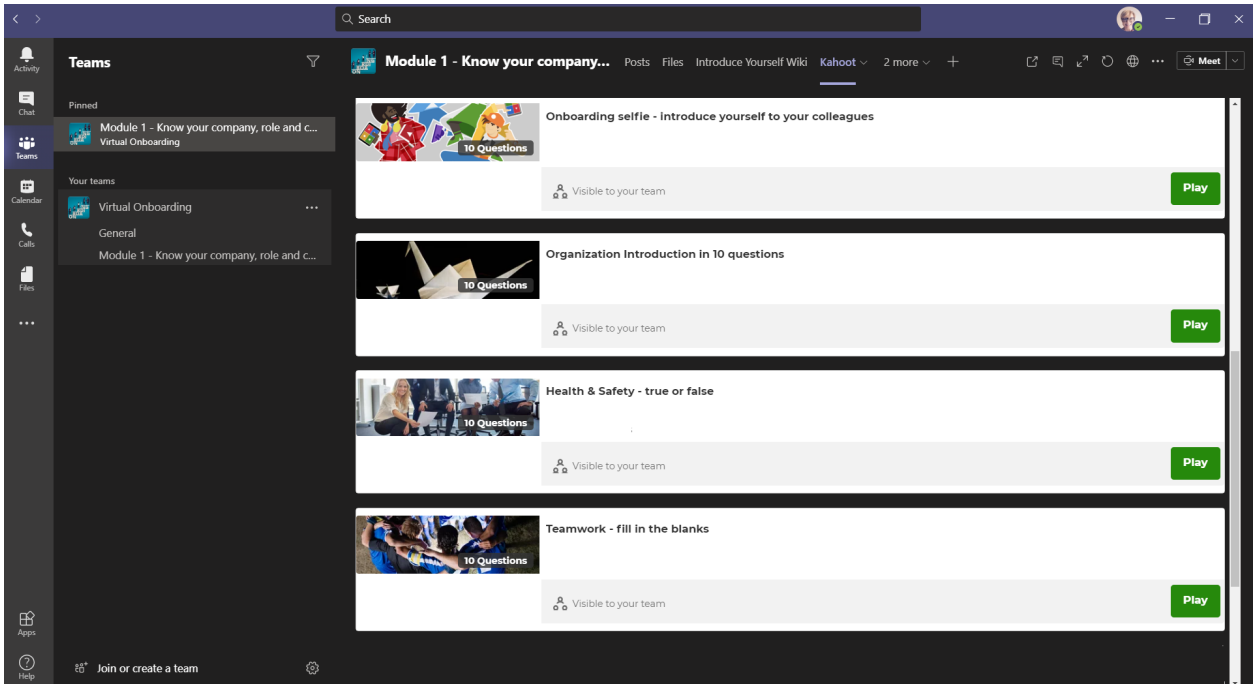
The files tab is a great place to keep centralized resources needed by the learners. This can vary between presentations to worksheets that might need to be completed by the learner. This can also be used to store human resource documents and companywide information until the learner gets used to searching in SharePoint for information. Learners can also upload files to this area.

VIDEO SCREEN



One of the nice features with Teams is that videos can be hosted in Stream, Microsoft's video hosting. These videos can be directly integrated into Teams by copying and pasting the URL so the channel appears directly in the virtual onboarding environment. This provides just in time training for the learner. Videos are also useful as backups if a live presentation isn't possible based on schedules and resources. Others in the organization can upload videos as well, that can provide information outside of the regular onboarding curriculum.

KAHOOT SCREEN



In Module 1, there is an interactive quiz called Getting to Know Your Company. This is a fun interactive way for the cohort to compete with one another and win a prize on company trivia. Kahoot directly integrates with Teams so the learner doesn't need to navigate to another area to take part in the quizzes and can play independently if they desire. It also allows for assessment information to be gathered from the learners.

REFERENCE - MODULE OVERVIEW

MODULE 1 – WEEKS 1 - 4	MODULE LEVEL LEARNING OUTCOMES	
Know your role, company and co-workers	**Explain** how their role contributes to the mission and vision of the organization and its relationship to other departments.	
Lessons	**Activities and Resources**	**Assessments**
Company Orientation	Online Instructor led session by the Onboarding Ambassador including welcome, employee handbook policies and procedures review, HR and benefits, company technology, security training. • Onboarding Presentation	None
Getting to Know You	Structured discussion led by the Onboarding Ambassador with new hire cohort on the results of their Kolbe coaching reports and review of their individual Getting to Know You Worksheets. • Kolbe Coaching Reports • Getting to Know You Worksheets	None
Getting to Know the Company	Online instructor led session given by the CEO or Executive including company, mission, vision, value, business objectives, and goals. • Company Overview Presentation	10 question Kahoot! Quiz on session content given at the end of the session, first place receives an award.
Getting to Know Your Co-Workers	Online instructor led session led by the Onboarding Ambassador on how to interpret Kolbe scores, identify areas of alignment and conflict, and how to bridge the divide. New hires will interview no less than 3 of their co-workers and prepare a strategy for working with their teammates, and present to their manager. • Kolbe Interpretation and Strategies Presentation • Kolbe Guide for Interpreting Results	Review of Kolbe strategy with manager during one on one in the first month.
One on One with Manager	Online meeting with manager to review first month of employment including their progress, where they need help, review Kolbe strategy, areas for knowledge and skill development, and their job duties and responsibilities.	None