Business moves faster than ever, and as new employees join an organization, they are often expected to hit the ground running and begin driving results. At the same time, employees want to make an impact as quickly as possible and grow their career. They aren’t willing to wait passively for opportunities to build their skills, expecting to be given assignments that allow them to grow rapidly — and will leave the organization if this is not possible.

In order to address these new realities, a highly efficient onboarding process is critical, giving employees access to the tools and insights needed to ramp up quickly, starting from day one.

Saba helps employees ramp up faster, with immediate connectivity to expertise, 30/60/90-day reviews, just-in-time learning, continuous coaching, and paperless forms management — enabling employees to make an impact quickly.

Benefits

• Onboard faster and simplify compliance with paperless forms management
• Enable rapid development with personalized, proactive learning plans and checklists from day one
• Drive engagement with instant connectivity to knowledge and expertise
• Retain talent with a modern performance process, streamlining goal management and enabling continuous coaching and feedback
• Ensure new hires are on track and getting what they need with automatic 30/60/90-day reviews
• Leverage a unified talent management platform, delivering the same easy-to-use experience across all onboarding processes and beyond

Onboarding with Saba Cloud

Saba provides an ideal onboarding solution, with capabilities that enable immediate connectivity to expertise, 30/60/90-day reviews, just-in-time learning, continuous coaching and paperless forms management — helping employees to ramp up faster, make an impact sooner and potentially stay with the company longer.
**Simplified, Paperless Forms Management**

Onboarding is not something that starts when employees are hired, but when your ideal candidates are in the hiring process. You want to make it as simple and fast as possible to get them through the hiring process — but the plethora of forms, signatures and manual processes across background checks, NDAs, I-9s, offer letters, and more can stall the process — introducing opportunities for candidates to be wooed by competitors, as well as creating back-end challenges with tracking, archiving and maintaining compliance.

Saba integrates with best-of-breed services like HireRight and Adobe Document Cloud to streamline the management of these processes, enabling background checks and onboarding forms to be executed digitally, without leaving Saba Cloud.

- **Adobe Document Cloud**: Adobe Document Cloud combines the power of Acrobat and eSign services (formerly known as Adobe EchoSign), enabling users to securely edit, send, sign and track business documents from anywhere on any device. With this integration, NDAs, W4s, I-9s, offer letters, or any other customized documents can be electronically delivered, signed, routed and tracked, all from within Saba Cloud — saving time, reducing errors, increasing compliance, and improving employee and candidate experiences.

- **HireRight**: HireRight specializes in helping organizations of all sizes and around the globe efficiently implement, manage and control their background screening programs. Saba integrates with HireRight’s background check and electronic Form I-9 services, enabling the screening and employment verification process to be managed directly from within Saba Cloud, providing efficiency in bringing employees onboard more quickly.

**Personalized, Proactive Learning and Development**

The day an employee starts in a new role, it is important to enable them with the information they need to hit the ground running. This generally requires access to a variety of things — such as a list of tasks to accomplish, goals to discuss, learning courses to take, mentors and experts to connect with, etc. Saba helps employees get up to speed quickly, with onboarding plans that are automatically available from the employee’s first day, supporting formal, informal, virtual and on-the-job training. Importantly, TIM, The Intelligent Mentor™, leverages machine learning algorithms to provide employees with personalized recommendations on the most relevant courses, content and connections they need to do their job.

- **Checklists**: Assign a checklist of tasks to individuals, guiding them through what needs to be completed in the first days, weeks and months in a new role — possibly including people to meet, forms to sign, software to download, places to visit, content to review and more. Checklists can also be used for on-the-job training, with activities that must be evaluated and marked complete by a manager or expert.
• **Intelligent recommendations on content, courses, experts and mentors:** At the core of Saba’s Intelligent Talent Management solution is TIM, The Intelligent Mentor™, who learns about each person’s responsibilities and aspirations. TIM then recommends personalized courses, content, mentors and experts to help them succeed from the day they start and throughout their career.

• **Prescriptive rules:** In addition to the intelligent recommendations that are automatically delivered to individuals, prescriptive rules can be created to dynamically assign checklists, goals, skills or learning to individuals based on attributes such as location, organization, job, expertise and more — ensuring that every employee starts with a plan.

• **Virtual classrooms:** Ensure that new-hire training reaches employees in a personalized and engaging fashion no matter where they are on the globe with interactive virtual classrooms. Share and reuse content, meeting URLs and agendas across trainers to ensure a consistent experience.

• **Mobile, experiential learning:** A robust mobile client enables anytime access to courses, expertise, virtual classes, videos and content. Get instant access to specific information at the moment of need with QR code-based point-and-click search for effective on-the-job learning.

**Instant Connectivity to Knowledge and Expertise**
A big challenge in getting up to speed is often in identifying where to go for the latest insights around people and processes to get things done — and even if that is available, being able to connect with those experts can be another hurdle, especially with employees located in different offices around the globe.

Saba is built on a foundation of social and real-time collaboration, with tools like workspaces, communities, activity feeds, video channels, messaging and virtual meetings, enabling instant connectivity to information and expertise to get things done.

• **New-hire communities and groups:** Enable a continuous exchange of insights, content and discussion through activity feeds within new-hire communities and other groups of interest. Allow employees to instantly discover answers to key questions asked by previous new hires from a dynamic repository of knowledge. As employees join groups specific to their interests, they can quickly access deeper insights and connect with experts to help them ramp up quickly.
• **Workspaces:** Easily build customized workspaces, providing a single, dynamic destination for employees to find the tools, knowledge and expertise they need to hit the ground running.

• **Expertise search:** Search across the entire employee network to identify experts and potential mentors with specific skills, tags, jobs, group membership and more — enabling employees to easily identify who to contact to help drive initiatives forward, follow their activities and build relationships.

• **HD virtual meetings and instant messaging:** As experts are identified and relationships are built, simplify communication and stay connected from anywhere with presence indicators, instant messaging, and the ability to jump into a virtual meeting to share video, screens and documents.

• **Video channels:** Automatically post virtual meeting/classroom recordings and other videos to a secure enterprise “YouTube,” with video channels enabling employees to stay on top of the latest insights in specific topic areas, and providing short bursts of information that employees can quickly consume and apply to their job.

**Goal Setting, Coaching and Continuous Reviews**

Ensuring that new employees know where to focus, where they are excelling and how to improve is key to keeping them engaged, and is especially critical in an employee’s first months on the job. Without a process to set goals and enable continuous discussion on progress, employees can quickly feel misaligned and frustrated, leading to attrition.

Saba enables goals to be assigned to employees from their first day as part of their onboarding plan, but also enables continuous tracking, discussion and coaching around objectives, peer-driven impressions and feedback, and collaboration capabilities to enable virtual connectivity across remote teams.

• **30/60/90-day performance reviews:** It is important to review progress — but waiting a year for a formal performance review is not the answer. Off-cycle performance reviews can be automatically triggered for employees new in a role, such as in their first 30, 60 and 90 days, ensuring they are progressing well and getting what they need to be successful, and lessening chances of early attrition.
- Peer impressions for continuous feedback: Encourage ongoing feedback from peers working with employees as they ramp up in a new role with impressions and badges that can be publicly awarded for a job well done. More constructive, private feedback can also be shared (e.g., “You could be even better if …”), enabling employees to learn how they might improve. Managers can view this feedback, enabling them to coach their teams in a responsive, continuous fashion. Impressions can be attached to formal performance reviews, enabling a system for managers and peers to provide performance feedback on the fly, so it is not forgotten by managers, and does not come as a surprise to employees during a formal review process later.

- Goal setting and continuous coaching: Enable goals to be assigned from day one, with a private workspace for employees and managers to add, track and update goals, and align them with management in a cascading fashion. Tasks and activity streams alongside goals facilitate continuous coaching around progress, alignment and aspirations. Virtual meetings can be scheduled with a click of a button to ensure ongoing check-ins are easy, even in remote settings.

Saba Cloud Platform

Saba’s onboarding solution is a part of the fully unified Intelligent Talent Management™ suite, Saba Cloud, including applications for recruiting, learning, performance, succession (and career) planning, and compensation — with collaboration and machine learning intelligence embedded at the core. Throughout the course of onboarding, from time of application, through to hiring, learning, goal setting, and career planning, end-users will find the same, easy-to-use experience. This unified experience also enables consistent reporting and measurement throughout the onboarding process and across all stages of the employee lifecycle. Leverage Saba’s onboarding solution, and enable your employees to ramp up faster and make an impact sooner.