



Onboarding

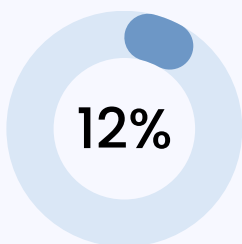
15 Onboarding Activities to Welcome New Hires



Introduction

First impressions matter, especially when it comes to new employees to your company.

However, a Gallup report highlighted that only:



of employees feel they were properly onboarded by their company.

Source: [Gallup](#)

This means there's a lot of room for improvement when it comes to onboarding processes. While paperwork and training are essential components of the process, onboarding goes beyond just filling out paperwork and setting up emails.

It's important to make employees feel welcome and valued from day one. This can be done through various onboarding activities that not only help them get acclimated to their role, but also build valuable connections with colleagues.

We've compiled 15 onboarding activities that you can start implementing today to help new hires feel integrated into the team and get them excited to start their journey.



5 Key Benefits of Onboarding Activities

Before we get into the activities, it's important to understand why onboarding activities are beneficial.

Well-thought onboarding activities are crucial for [welcoming new hires](#) and ensuring their successful integration into the company culture.

Here are five key benefits that you can expect with effective onboarding activities:



Increased employee satisfaction



Improved employee productivity



Better employee retention



Stronger company culture



Faster time to productivity

SHRM found that **69% of employees who have an exceptional onboarding experience are likely to stay for at least three years.**

When employees enjoy their jobs, they're committed to improving their work productivity and the workplace.

Onboarding activities also provide an opportunity to reinforce company values, [mission statements](#), and company culture, helping new employees align with the company's goals.

CareerBuilder's report further solidifies this finding, revealing that **91% of employees say onboarding programs help them feel more connected to the company's mission and values.**

Overall, onboarding activities are valuable investments for companies that want to [foster a welcoming and supportive work environment](#) for new employees, improve their performance, and achieve long-term success.



In-Person Teams

1. Complete paperwork and share important documents

This is one of the most fundamental and important part of the onboarding process. Make sure all necessary paperwork is completed and shared with new hires before their first day. This includes [employment contracts](#), tax and payroll forms, benefits information, [employee handbooks](#), and any other relevant documents.

A good practice is to set up an onboarding checklist or tracking system to make sure nothing falls through the cracks, and everything is completed in a timely manner.



Get our [Complete Employee Onboarding Checklist](#) for free!

2. Provide company swag

Company swag can be a valuable tool for enhancing your employee's onboarding experience and fostering a positive company culture. According to [Custom Ink](#), **87% of employees feel more connected to their company's culture** thanks to company swag. Additionally, **75% of employees are likely to share photos** of their company swag on social media, generating brand awareness.

Some company swag ideas include:

- Tech accessories (laptop sleeves, phone cases, chargers)
- Office supplies (notebooks, pens, sticky notes)
- Every day essentials (water bottles, coffee mugs, tote bags)
- Branded apparel (hoodies, hats, sweatshirts)
- Personalized gifts (name badges, personalized mugs or stationery)

Company swag can be incorporated into a welcome kit or on its own.



3. Greet new hires on their first day

It's normal to get the first day jitters, but a supportive employer can make a big difference in easing those worries. Have someone from the team to **greet new hires** at the door. This could be their manager, designated buddy, or someone from the HR team. A friendly face can make all the difference when it comes to easing new hires' nerves and making them feel more comfortable in their new work environment.



Prefer to do it virtually? Check out our **Employee Onboarding Email Templates** for inspiration!



4. Allocate time for introductions and icebreakers

To build stronger relationships, it's crucial to incorporate team bonding activities during the onboarding process. As **69.5% of employees desire deeper connections with colleagues**, allocating time for new hires to get to know their team helps fulfil this desire. This can be done through simple activities like introductions, icebreaker activities, or even informal gatherings like team lunches or coffee breaks.

Our top 5 icebreaker questions are:

- Which famous actor would play the story of your life?
- What book has had the biggest impact on your life and why?
- What's your favourite cake or ice cream flavour?
- What's something you're passionate about outside of work?
- What's something you've accomplished that you're super proud of?

Keep icebreaker questions relevant to your **company culture**, and avoid controversial or personal topics. Encourage open-ended responses and ask follow-up questions to create meaningful conversations.



5. Pair new hires with an onboarding buddy or mentor

87% of companies report that onboarding buddy or mentor programs can speed up new hire proficiency. Source: HCI

An onboarding buddy or mentor can provide new hires with ongoing support, answering any questions they may have and helping to ease the transition into their new role. They can also act as a sounding board for any concerns or feedback from the new hire's perspective.

This closes the communication loop and ensures that new hires have a designated point of contact for guidance and support.

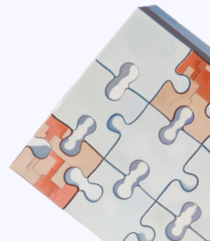
6. Take new hires out for lunch

Sharing a meal with your new hires can be a great way to get to know them on a more personal level, allowing for informal conversations and bonding over shared interests or experiences. This can also help to foster a sense of belonging within the company and build relationships between team members.

7. Set up company gadgets

Company gadgets are essential tools that new hires need to perform their job effectively. This include things like laptops, phones, or other necessary equipments.

To streamline the onboarding process and create a positive first impression, it's important to have these gadgets ready and set up for the new hires prior to their start date. This removes any potential inconvenience and frustration of waiting for equipment or figuring out technical issues, allowing new hires to focus on learning their roles and contributing to the organization from day one.



8. Announce new joiners on social media

To make new hires feel welcomed and celebrated, consider announcing their arrival on company social media accounts with a simple introduction and a fun fact about them. This not only showcases the company culture but also helps new hires feel appreciated and part of the company's community.



9. Stock up on their favorite snack

Take personalization to the next level by anticipating your new hires' needs. Before they even start, ask about their favorite snacks and have them ready on their first day. Whether it's a specific coffee or beloved brand of cookies, this thoughtful gesture shows that you care about their preferences and want them to feel welcomed and comfortable from the start.

10. Gather feedback with an onboarding survey

52% of new hires were satisfied with their onboarding experience.

Source: [Psychex](#)

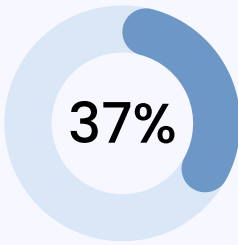
This highlights the importance of collecting feedback through onboarding surveys. By allowing new hires to share their thoughts and suggestions for improvements, you can gain valuable insights to improve your onboarding process for future employees, ensuring a more positive and effective experience.

Check out these [10 onboarding survey questions!](#)



Remote Teams

Despite the rise of remote work, a significant challenge persists:



of remote organizations struggle with effective remote onboarding.

Source: [Workable](#)

However, as with in-person onboarding, there are strategies to streamline the process and make the onboarding process a positive experience for new hires.

1. Virtual coffee chats

When it comes to building relationships for remote teams, virtual coffee chats are a great place to start.

Schedule 15-30 minutes of informal meetings between new hires and their colleagues, or even with company leaders. It should be a relaxed and casual setting, where new hires can ask questions and get to know their team on a more personal level.

Icebreaker questions mentioned above can also be used in these chats to set the tone for meaningful conversations.



Read next: [Navigating the Digital Divide: Enhancing Remote Team Communication](#)

Here are a few virtual coffee apps that you can use to get started:

- [Donut](#) (Slack extension)
- [Shuffl](#) (Slack extension)
- [Aphinity.ai](#)



2. “Where in the World” Challenge

This fun guessing game provides an opportunity for new hires to learn about their colleagues’ backgrounds. Ask everyone to share a photo of their work-from-home setup, and have the rest of the team guess their location!

It’s a lighthearted way to encourage engagement and cultural exchange within your **distributed team**.

3. Welcome playlist collaboration

To make new hires feel welcomed and encourage team bonding, ask existing team members to contribute songs that reflect their personalities or work styles to a shared, common playlist. This unconventional method can help new hires to get a sense of the team’s culture and create a shared musical experience.

Also, it empowers existing team members to feel more involved in the onboarding process and connect with new colleagues.

4. Welcome calls

A welcome call doesn’t have to be only between HR and the new hire. Team members can join in on the fun and have a quick 15–20 minutes chat with the new hire during their first week to introduce themselves.

It’s like the virtual equivalent of stopping by someone’s desk to say hello. These casual sessions can create a sense of camaraderie and make new hires feel more comfortable reaching out to their colleagues in the future.



5. Remote team bingo

Spice up your remote onboarding with a personalized bingo game. Personalize prompts to your team's unique experiences and interests to create a fun and engaging icebreaker.

This activity will help new hires quickly integrate into the team by fostering connections and sparking conversations beyond work-related topics.



REMOTE WORK EDITION

Accidentally muted yourself during a meeting	Found hidden snacks	Sent an email to the wrong person	Spilled something on your desk	Played pranks on your coworkers
Received a compliment from a coworker	Learned something new from a coworker	Worked on a successful group project	Participated in a team-building activity	Attended virtual happy hours
Forced by social media team to film TikTok videos	Shared a funny meme or GIF with your team	FREE SPACE	Received a funny gift from a coworker	Had a meeting interrupted by a pet
Said "can you see my screen" during zoom calls	Had a surprise office visit	Got caught eating on camera	Experienced technical difficulties during a meeting	Changed into a fresh top for calls while still wearing pajamas below
Has the best workspace at home	Learned a new remote work skill	Used a funny virtual background	Got a compliment for your home office setup	Got caught singing out loud during calls



10 Onboarding Survey Questions to Ask

1. How would you rate your overall onboarding experience?
2. Did the onboarding process meet your expectations? Why or why not?
3. What did you like/didn't like about the onboarding process?
4. Were all of your questions and concerns addressed during the onboarding process?
5. Do you feel well-integrated into the company culture and team dynamics?
6. Do you feel adequately prepared and trained to perform your role after completing the onboarding process?
7. What could we have done better to make the onboarding process more effective?
8. Were there any resources or tools that you found helpful or lacking during the onboarding process?
9. What advice would you give to future new hires about the onboarding process?
10. Is there anything else you would like to share about your experience?



Benefits of Automating Your Onboarding Process



Streamline onboarding processes



Reduce manual errors



Improve employee engagement



Reduce administrative burden

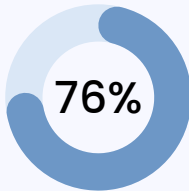


Centralize employee information



Scale and adapt to company growth

However, a study by [Aptitude Research](#) revealed that:



of companies recognize the potential of automation to enhance new hire experiences.

Source: [Aptitude Research](#)



of companies have fully implemented automated solutions across all onboarding processes.

Source: [Aptitude Research](#)

Clearly, **there is a significant gap that exists between recognition and implementation** when it comes to onboarding automation.



Get Onboard with Omni

Omni's fully automated platform is the go-to solution for modern, growing businesses seeking a reliable employee onboarding system.

Omni allows you to:

1. Personalize onboarding with custom fields

- Add custom fields to employee profiles to capture personal details like favorite snack, hobbies, or career aspirations.

2. Seamless integration with common tools

- Integrate with your team's favorite tools like Microsoft Teams and Google Calendar to centralize information and schedule important events.
- Set up automated reminders for birthdays, work anniversaries, and other dates.

3. Efficient onboarding workflow management

- Upload employee handbooks, policies, and other essential documents to Omni for easy access.
- Automate communication with relevant teams to ensure smooth transition and timely delivery of assets.
- Track the completion of onboarding tasks and milestones, ensuring a structured and efficient process.

Grow your business not your ~~to-do list~~

To learn more about Omni and our all-in-one HR software, [get in touch](#) with us today!

[SCHEDULE A DEMO](#)

