

**SKILLS FRAMEWORK FOR HUMAN RESOURCE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Employee Attraction					
TSC	Onboarding					
TSC Description	Facilitate onboarding programmes to enable the integration and engagement of new hires into the organisation					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HRS-HRM-2008-1.1	HRS-HRM-3008-1.1	HRS-HRM-4008-1.1	HRS-HRM-5008-1.1	
		Support the implementation of onboarding programmes	Implement onboarding programmes	Design onboarding programmes for new hires	Lead the design and enhancement of onboarding programmes to improve integration and engagement	
Knowledge		<ul style="list-style-type: none"> Components of new hire information kit New hire information materials Feedback mechanisms 	<ul style="list-style-type: none"> Organisational policies and procedures related to new hires Types of onboarding programmes Measures of employee engagement Statistical analysis techniques 	<ul style="list-style-type: none"> Objectives of onboarding Best practices in programme design Facilitation techniques Predictive analytics techniques Indicators of success for onboarding programmes 	<ul style="list-style-type: none"> Emerging trends in integration of new hires Best practices in new hire onboarding Roles of different stakeholders in the onboarding experience Impact of new hire integration on overall employee engagement and performance 	
Abilities		<ul style="list-style-type: none"> Prepare standard new hire information kits Liaise with internal teams to ensure logistics support for new hires Gather feedback from new hires on onboarding programmes 	<ul style="list-style-type: none"> Identify needs of new hires Develop materials for orientation programmes for new hires Facilitate engagement of new hires with senior management for integration into the organisation Monitor employee engagement of new hires Analyse new hire turnover rates Identify gaps in engagement of new hires Assess effectiveness of onboarding programmes Propose actions to address gaps or areas for improvement in onboarding processes 	<ul style="list-style-type: none"> Design orientation programmes for new hires Facilitate orientation programmes for new hires Drive commitment to the organisational brand and culture in new hires through onboarding programmes Analyse new hire feedback on the overall onboarding experience Develop plans for new hire integration Identify drivers of engagement of new hires Leverage predictive analytics to derive insights on turnover and employee integration from new hire metrics 	<ul style="list-style-type: none"> Envision the desired employee onboarding experience Oversee the end-to-end development and implementation of orientation programmes Drive design of onboarding programmes based on industry trends Spearhead opportunities to involve senior management and other key personnel in new hire integration Present insights on impact of new hire integration on engagement and performance Direct corrective action plans to address areas of improvement in new hire onboarding programmes 	

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				<ul style="list-style-type: none">• Make improvements to onboarding programmes		
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