

The onboarding process to promote a people-based organizational culture

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United Nations Economic Commission for Europe
Conference of European Statisticians

Expert Meeting on Human Resources Management and Training, 14-16 October 2024, Geneva. Switzerland

Fundamentals of the onboarding process in NSI

Individuals are the key assets of NSO

NSO must become a welcoming, inclusive and attractive place to work



NSO are based on skills

NSO must recognize and value the skills of their staff

The inclusion of new hires: a strategic process

New hires are the protagonists of the onboarding process and deserve attention and care

The positive impact of onboarding process extends across the entire Institute and holds strategic value



Making public administration attractive again

- Declining interest in stable employment;
- Growing attention to enhancing one's skills;
- Looking for a better balance between private and professional life.

Especially
among the
younger
generations

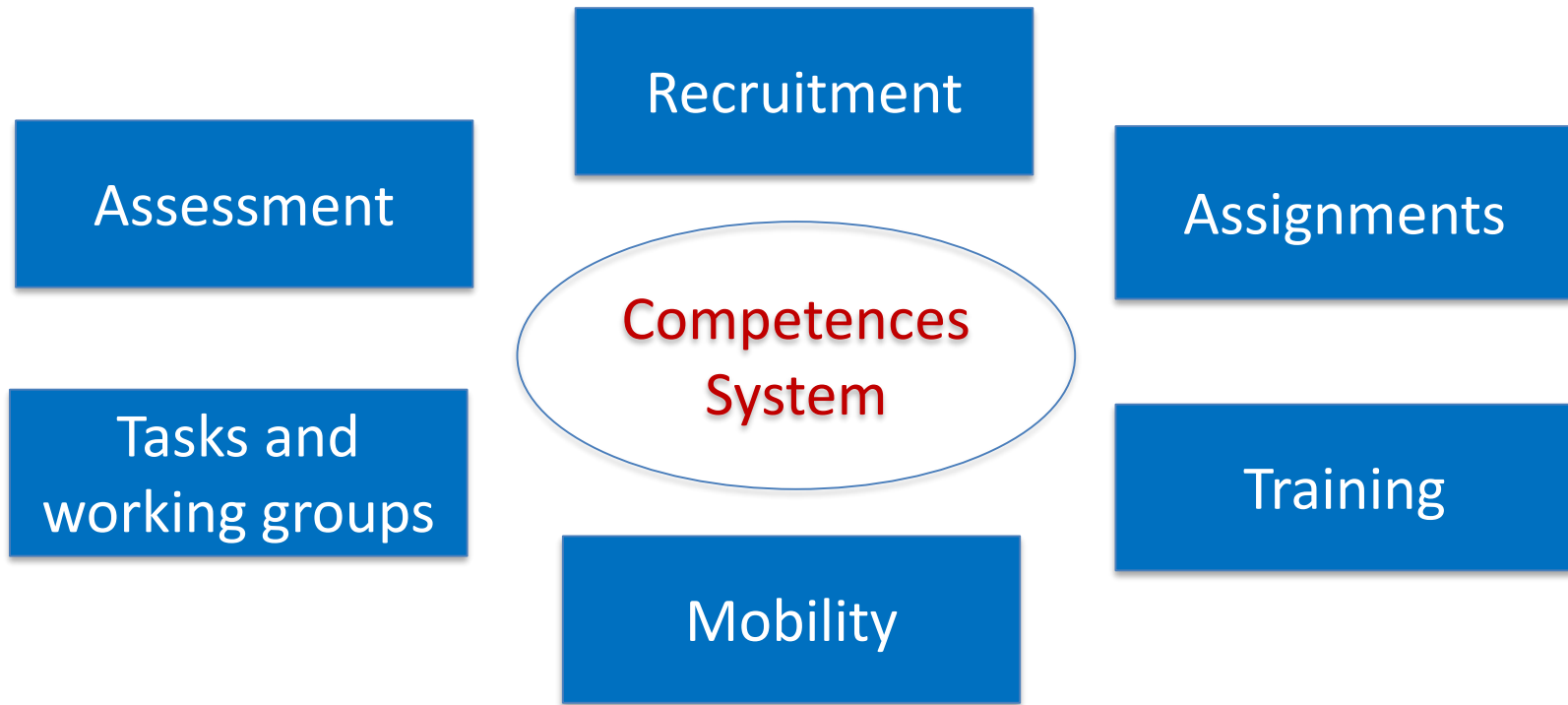


The goals

- ❑ To create a welcoming environment based on mutual listening that creates trust, motivation and a sense of belonging to the organization;
- ❑ To allow new hires to quickly orient themselves in their new work environment and become autonomous in working life;
- ❑ To gather information to address decisions related to assignments, improving their skills and professional expectations.



The onboarding process is based on the Competences System



The Competences System

The System has two levers:



The Skills
Register



The Orientation
Desk

The Skills register

❑ A tool which allows employees to self assess their skills, both technical and organizational ones

Statistical
area

Information
technology area

Administrative
area

Organizational
area

Communication
area

Foreign
languages area

Soft skills area

8

The screenshot shows the 'selezioni online' system interface. At the top right, there are links for 'Home | FAQ | Manuale utente' and the Istat logo. Below the header, the user is identified as 'Pietro Scalisi (Candidato)' with a 'Logout' option. A navigation menu on the left includes 'Home', 'Dati anagrafici', 'Competenze', 'Elenco procedure', and 'Le mie istanze', along with 'FAQ' and 'Manuale utente' links. The main content area is titled 'BDC-2019 - BANCA DATI DELLE COMPETENZE' and features a list of skill areas: 'AREA STATISTICA', 'AREA INFORMATICA', 'AREA AMMINISTRATIVA', 'AREA ORGANIZZATIVA', 'AREA COMUNICAZIONE', and 'LINGUE STRANIERE'. The 'AREA STATISTICA' is selected, showing a list of competencies such as 'METODI E TECNICHE PER LE INDAGINI STATISTICHE', 'METODI DI ANALISI DI DATI MULTIDIMENSIONALI', 'ECONOMETRIA, ANALISI SERIE STORICHE', 'STATISTICA ECONOMICA E CONTABILITA' NAZIONALE', 'METODOLOGIE E TECNICHE DELLA RICERCA SOCIALE', 'DEMOGRAFIA', 'METODOLOGIE E TECNICHE PER LE STATISTICHE GEO-SPAZIALI', 'SISTEMI INFORMATIVI STATISTICI', 'RICERCA OPERATIVA E PROGRAMMAZIONE MATEMATICA, CONTROLLO STATISTICO DELLA QUALITA'', and 'MACHINE LEARNING'.

The Orientation desk

- ❑ The desk aims to create a permanent channel of dialogue between the Institute and its staff, which reduces distances and allows the organisation to continuously ensure the 'taking charge' of each individual employee.



The orientation desk


- ❑ At the end of each dialogue a report is made summarizing the elements to be shared with the management for decisions to be taken about the employees involved.




- ✓ Personal data
- ✓ Position
- ✓ Education and training
- ✓ Working experiences
- ✓ Technical skills
- ✓ Organisational skills
- ✓ Professional expectations

The onboarding process

The process is carried out in eight phases:



The first phases are collective: the new employees create relationships and face their job placement together.



The following phases focus on individual aspects to clarify the profile of each person.

The onboarding process in detail

1. Desk analysis of CVs: to gain in-depth knowledge of future employees;
2. Welcoming new hires: management of administrative procedures in a comfortable and efficient environment;
3. Round of introductions: who we are, why we are here, what we expect from these days, etc.

REMEMBER:

We don't have a second chance
to improve our first impression...



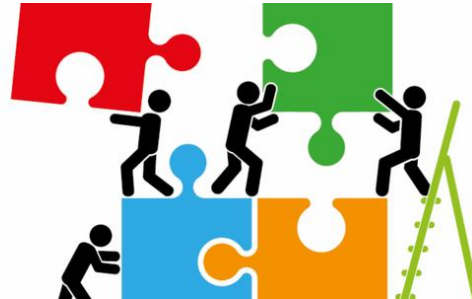
The onboarding process in detail

4. The entry training course, approximately five days long, aims to:
 - ✓ Introduce the Institute (mission, tasks, organization, decision making, etc.);
 - ✓ Describe the new home they are moving into (orientation within the organizational structure);
 - ✓ Make them independent in practical daily life (working hours, badge, salary, document flows, etc.);
 - ✓ Present the different Departments (activities, main products, operating methods, etc.).



The onboarding process in detail

5. Profiling of new employees: they are invited to profile themselves by indicating their mastery of technical and soft skills in the Competences register;
6. Active listening: Orientation desk is involved in interviews with new hires to explore educational background, work experiences, attitudes and professional expectations;
7. Feedback: satisfaction questionnaires give a first assessment of the entire onboarding process.



The onboarding process in detail

8. Ex post process assessment: Follow-up meetings are organized six months later. These meetings, guided by a semi-structured interview grid, analyze all phases of the process, evaluate the relevance and mutual satisfaction of the assignments and plan any necessary corrective actions.

Human Resources are called to play a reference role with new hires throughout their professional career!



How would you summarize your entry into Istat in one word?

- Satisfaction
- Coherence
- Change
- Unexpected
- Freedom
- Slow
- Interesting
- Suitable
- Articulated
- Appropriate



Mentimeter

Come sintetizzeresti in una parola il tuo inserimento in Istat?

11 responses

soddisfazione
coerente cambiamento
adatto
articolato **soddisfatto**
inaspettato
libertà lento
interessante

How would you summarize your entry into Istat in one word?

- Skill
- Welcoming
- Step by step
- Perfect
- Diesel
- New
- Expected
- Inclusive
- Colleagues
- Enjoyable
- Attention
- Surprise



Mentimeter

Come sintetizzeresti in una parola il tuo inserimento in Istat?

17 responses



Thank you very much for your kind attention