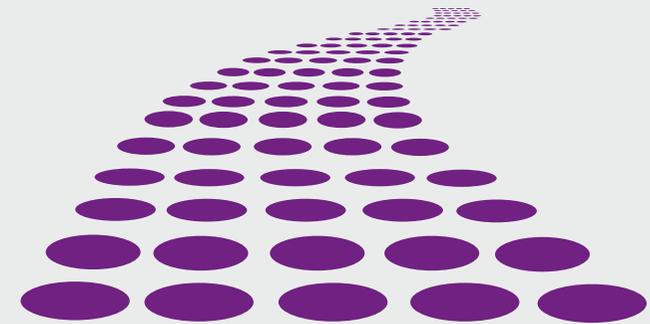




Onboarding Report User Guide

Saville Assessment
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This User Guide sets out the recommended use of this report. If you have any questions about appropriate uses of this report and how to get the most out of it, please ensure you speak to a specialist who is qualified to use the full range of Saville Assessment Wave tools.

About the Onboarding Report

The Wave Onboarding report is designed to help enhance onboarding processes. The report provides the new hire and their hiring manager/organization with an individual profile highlighting the new hire's strengths and challenges in critical work areas based on the individual's completion of a Wave assessment.

The Onboarding Report can be used as part of wider onboarding process and helps to facilitate two-way planning and communication between the new hire and hiring manager/organization. The report can then form part of a continuous development conversation.

Benefits

- Accelerate productivity of new hires by capitalizing on individual strengths and targeting areas for development.
- Manage expectations of new hires and the organization.
- Improve retention with a more positive onboarding experience.
- Transition onboarding from a transactional process to an interactive and personalized experience.
- Understand where extra effort and development of new hires should be targeted.
- Facilitate meaningful and relevant discussion between new hires and line managers.

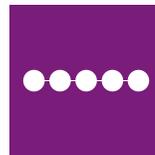
Availability



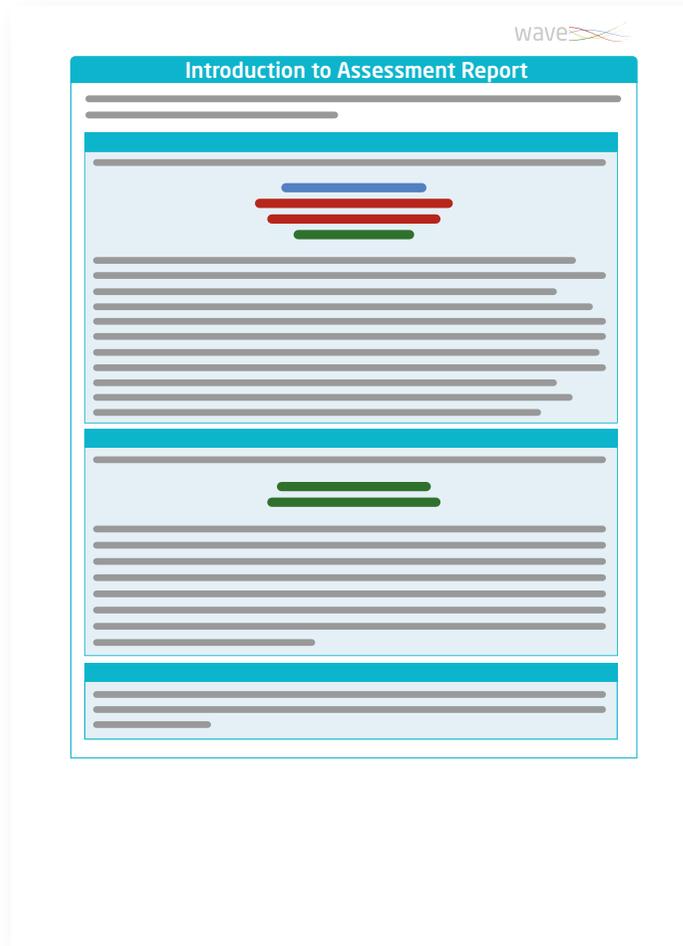
Professional
Styles



Focus Styles



Work
Strengths

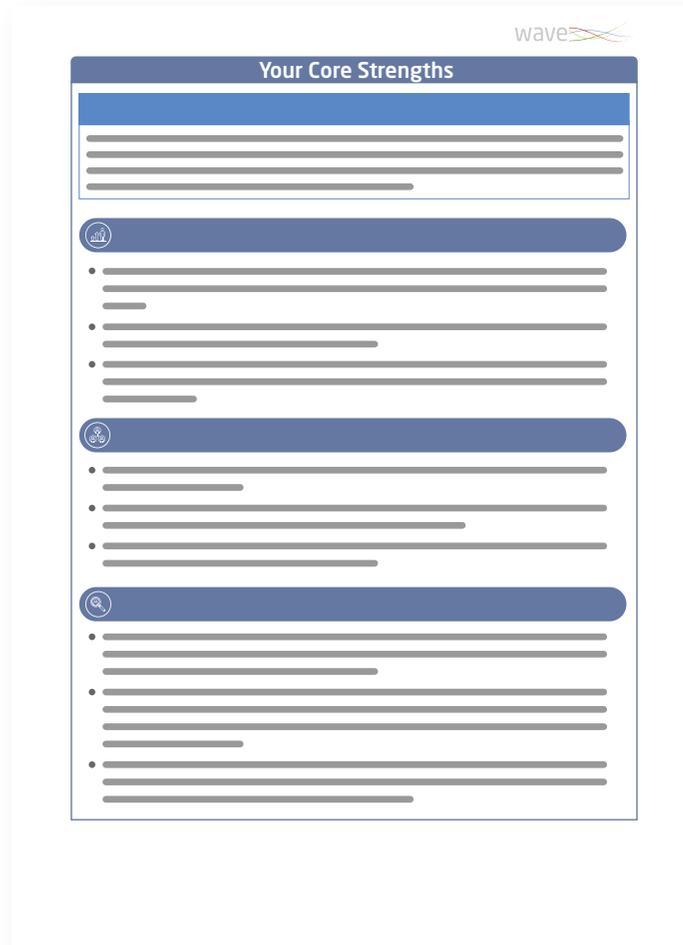


Page 3 - Introduction to Assessment Report

Page 3 of the report provides an overview of each individual section of the report.

The individual's top four strengths and two challenge areas are listed on this page. The strengths and challenge areas are color coded based on whether they are from the Solving Problems, Influencing People, Adapting Approaches or Delivering Results clusters from the Wave model. If you click on the strength or challenge area you will be taken straight to that strength or challenge area within the pdf report.





Page 4-11 – Your Core Strengths

Pages 4 to 11 provide detail on the individual's four Core Strengths, based on the four highest scoring areas of the 12 competency sections from the Wave model.

The beginning of the page highlights the Wave competency, e.g. 'Creating Innovation' and provides some detail about this competency as a strength.





Building your Strengths

Successful people tend to know what they are good at and play to these strengths. This section provides advice and tips on how to capitalize on individual strengths to match the requirements of the job.

TOP TIPS

- Consider the advantages of this behavioral style in relation to the new role.
- Consider how these strengths could be maximized to fulfil potential in the new role.





Working with your New Organization/Manager

Onboarding is a two-way process; this section provides tips to find ways to work alongside others to support the onboarding process.

TOP TIPS

- Identify other people who can support the individual to reach their full potential in their new role.





Using your Strengths Well

Clear areas of strength are most likely to contribute to effectiveness and enjoyment at work. They may, however, also lead to unwanted or undesirable consequences. This section helps to build awareness as to where strengths might become overplayed and provides actions to help mitigate these risks.

TOP TIPS

- Describe an example of when this strength has resulted in an undesirable outcome.
- Identify which ACTION resonates most, expand on this ACTION.





Your Actions

For each of the core strengths there is a Your Actions section to encourage reflection on actions to maximize strength areas within the new role. The editable text boxes make it easy to capture these actions.

✓ TOP TIPS

- Align actions with the requirements of the new role.





Page 12-13 – Your Challenge Areas

Pages 12 and 13 provide detail on the individual's two Challenge Areas, based on the two lowest scoring areas of the 12 competency sections from the Wave model.

The beginning of the page highlights the Wave competency, e.g. 'Driving Success' and provides some detail about this competency as a challenge area.





Developing your Challenge Areas

There is no such thing as a perfect fit. It is therefore important to have a shared understanding of which areas might need further development to make the onboarding process as smooth as possible. This section provides tips on how to develop and manage individual limitations.

TOP TIPS

- Consider how important this area is in the new role.
- Consider which tips resonate most and which can be easily actioned.





Working with your New Organization/Manager

This section provides advice on how the organization and/or those you work with can help find ways to support development.

TOP TIPS

- Identify resources within the organization that can further support onboarding.



wave

Your Challenge Areas

1

-
-
-
-

2

-
-
-
-

Your actions

Your Actions

This section encourages reflection on actions to develop the challenge areas within the new role. The editable text boxes make it easy to capture these actions.

✓ TOP TIPS

- Identify clear and tangible actions that can be reviewed on a regular basis.



Setting your Development Priorities

Large text area for notes.

Input field and text lines for structured notes.

Page 14-15 – Setting your Development Priorities

Pages 14 and 15 encourage planning of key activities for future development in the coming months.

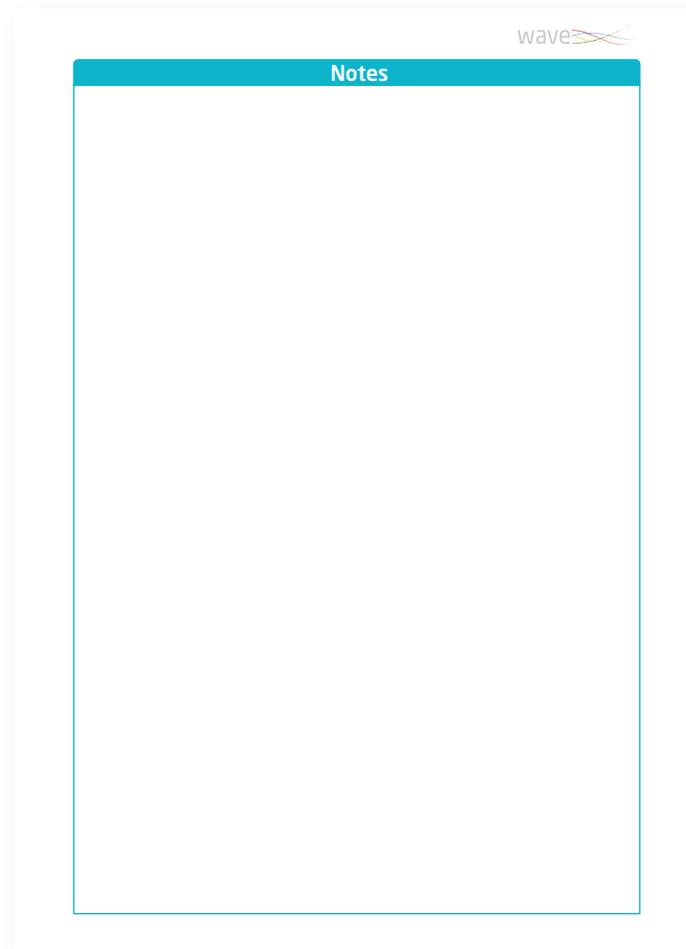
Space is provided to summarize the key actions identified based on the report for the next one, three and six months and can be revisited throughout the onboarding process.

Targeted development planning is encouraged with space to select three focus areas, and the report encourages consideration of both strength and challenge areas. The individual is guided to break down each focus area to build tangible development plans focusing on the activities they will do, who can help them and how progress will be measured.

✓ TOP TIPS

- Make clear and detailed notes, this will help when you come to review progress.
- Set a specific time for a follow up in the calendar.





Page 16 - Notes

The final page of the report is left blank for any additional notes.

✓ TOP TIPS

- Use this page to make notes between coaching sessions, to prompt discussion.



Using the Onboarding Report

The Onboarding Report can be used in the following ways;

Option 1: Using Recruitment data to drive the Onboarding Report

If a Wave assessment has been completed as part of the recruitment process, the Onboarding Report can be generated from this completion.

Option 2: Using the Onboarding Report in isolation

If a Wave assessment has not been used as part of an individual's recruitment, they can be invited to complete a Wave assessment prior to joining or in their first week and then an Onboarding Report can be generated.



Feedback Process

1 Prepare the Discussion

- Book a session with the individual as early into the onboarding process as possible.
- Allow adequate time (45 minutes - 1 hour) to have the conversation in a private environment.
- Read through the individual's report and ensure you understand the structure and the contents of the report.
- Select a number of tips from the report that you believe would most benefit the new hire.

2 Introduce the Session

- Describe the purpose of the session (e.g. to support the onboarding process and develop an action plan) and set the parameters of confidentiality.
- Start a dialogue:
 - How did you find completing the assessment?
 - What do you perceive to be your key strength areas?
 - What do you perceive to be your key areas of development?
 - What would you like to get out of the session?

3 Discuss Core Strengths and Challenge Areas

- Use pages 4 to 13 to highlight key strengths and challenge areas.
- Seek the individual's thoughts on key themes - do they agree?
- Discuss strengths and probe these:
 - When has this been a benefit for them?
 - How can these strengths benefit both the individual and the new role/organization?
- Discuss challenge areas and probe these:
 - What do these challenge areas look like in the workplace?
 - What can the individual do to manage these areas in their new role?





Saville Assessment

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Our mission is to transform assessment around the world. We enable organizations to identify potential, accelerate performance and achieve outstanding results. Our portfolio of leading-edge assessments are designed based on extensive research into successful workplace performance and the critical relationship between motive, talent and workplace culture. With representatives in over 80 countries we are transforming how organizations Hire, Build and Lead talent globally.



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