



*Your customized
AMI Onboarding
Toolkit includes:*

AMI Onboarding Roadmap

Clearly outlines the responsibilities of the new colleague, hiring manager, Onboarding Partner, and administrative personnel

AMI Onboarding Timeline

Details specific action items and a schedule for effective employee onboarding

AMI Onboarding Resource Guide

Provides information critical to early engagement and increased productivity

Onboarding Discussion Templates

This valuable reference shows you how to communicate key messages to new colleagues

*The first day on the job
should be the start of a great
relationship.*

Every organization has two primary concerns about new employees: will they start contributing fast enough and will they stay long enough to recoup the costs of recruiting, hiring, and training. Effective onboarding has been identified as one of the key drivers of increased productivity and decreased turnover.

The AMI Onboarding™ Program is designed to help new, reassigned, and newly promoted employees hit the ground running and find immediate satisfaction in their new jobs. By combining a team approach with customized information and proven techniques in relationship development and networking, the AMI Onboarding Program empowers new colleagues from the start.

Clients who have implemented the AMI Onboarding Program report real results from day one, such as increased employee engagement, shorter learning curves, and enhanced performance and teamwork.



The AMI Onboarding™ Program will help you get a greater return on your most important investment.

Companies that spend time and money bringing in new colleagues without an effective onboarding effort lose out on significant potential returns. According to a recent Mellon Corporation study, just getting new employees up to speed can cost organizations up to 2.5% of total revenues. With the AMI Onboarding Program, you can reduce these costs and get a better ROI by helping new colleagues become productive from day one.

The importance of customization

AMI's work with diverse companies has demonstrated the value of an onboarding program geared specifically towards an organization's unique culture. AMI consultants work with you to identify the information, resources, and relationships that your new colleagues need to be successful. We then deliver a user-friendly Onboarding Toolkit, which can be shared with new colleagues on your company's intranet, on CD, or in a concise reference binder that won't overwhelm your new employees with unnecessary information.

The value of collaboration

AMI recognizes that hiring managers don't always have the time they need to spend with new employees. That's why the AMI Onboarding Program incorporates a collaborative structure – with people dedicated to each new colleague's accelerated success. This team approach helps ensure that your new colleagues engage with their new jobs from the very start.

The significance of understanding

According to Corporate Leadership Council research, an employee's understanding of their role and performance objectives impacts overall employee engagement. Strengthening employee engagement increases discretionary effort and individual performance and can lead to a reduction in the desire to leave an organization. The AMI Onboarding Program enables new colleagues to understand their roles and their importance to your organization, and empowers them with the information and access they need to succeed.

The effectiveness of the AMI Onboarding Program

The AMI Onboarding Program is another way we demonstrate a commitment to our clients' success. We'd like to show you how our customized, collaborative approach can help the people in your organization become more engaged and productive. **For more information, contact Annie Merkle at 212-905-8912 or Info@theAMIsolution.com.**

“AMI really helped us standardize our onboarding effort. Their program was well organized, well thought-out, and well done. What I like best about AMI's excellent process is the rapid way it helped our people develop relationships which are critical to their current and future success.”

—Director of
Global Learning
& Development,
Pfizer Inc.



AMI

Organization Effectiveness
Change Management