

## Employee Onboarding



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## Course Information

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Course Title: Employee Onboarding #367719

Number of continuing education credit hours recommended for this course:

CPA: 2 (All states)

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

### Course Description

Many new hires begin searching for a new job shortly after they are hired. What can be done to reduce this turnover? The *Employee Onboarding* course provides a solution - using onboarding activities to more easily assimilate new hires into the organization and shorten the time needed before they become productive members of the organization. The course covers many types of orientation and the need for ongoing performance reviews and surveys, as well as the support of peer advisors, mentors and coaches at various phases of the onboarding process. The course also covers measurement systems, a new employee checklist, and a number of special onboarding challenges. When fully implemented, the concepts covered by this course can put a noticeable dent in your new hire turnover rate.

**Program Delivery Method:** NASBA QAS Self-Study (interactive)

## Subject Codes/Field of Study

NASBA (CPA): Personnel/HR

## Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None

Advance Preparation: None

## Course Content

Publication/Revision date: 9/8/2019.

Author: Steven M. Bragg, CPA.

Final exam (online): Ten questions (multiple-choice).

## Instructions for taking this course

**Note:** Downloading the PDF of this course will enable **Bookmarks** for easier navigation (on the left side of the document window, open the bookmarks pane).

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed on the following page, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

## Instructions for Taking the Final Exam Online

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

### Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Assignment & Objectives

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- Recognize the impact of a high rate of employee turnover.
- Describe the activities taken before a new hire starts work.
- Cite the discussion items that a hiring manager has with the department staff when a new person is hired.
- Specify the desirable traits of a peer advisor.
- Describe when a peer advisor program should be used.
- Recognize the different aspects of departmental training.
- Describe the types of people who should be introduced to a new hire.
- Describe how a competency chart is used.
- Specify the contents of a typical new hire portal.
- Recognize the contents of a new employee checklist.

## About the Author

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Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books:

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