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Course Information

Course Title: Employee Onboarding   #367722

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 (for ethics): 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.

Course Content

Publication/Revision date: 10/18/2022.
Author: Steven M. Bragg, CPA.
Final exam (online): Ten questions (multiple-choice).

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

Instructions for Taking This Course
- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- To retain the course-PDF after completion (for future reference) and to enable enhanced navigation: From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- Complete the course by following the learning objectives listed for the course, studying the text, and, if included, 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 Online Exam
- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Assignment & Objectives

- 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 more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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