

Executive On-boarding Program

Provide your new executives a proper on-boarding experience, they not only will be faster integrating to their job but also staying longer with the organization.



We offer:

- ❖ Consulting Services that tailors the Executive On-boarding Process
- ❖ 90-day On-boarding Guide Book with full set of tools & templates
- ❖ Competency- and performance-based on-boarding design concept
- ❖ Web-based system that will compatible with your HRIS, TMS or ATS

First Day:

- ❖ Workplace setup checklist
- ❖ First meetings with key persons

1st Checkpoint

First Week:

- ❖ Goal setting for the first 90 days
- ❖ Company and team orientation

2nd Checkpoint

First Month:

- ❖ Solidifying your biz knowledge
- ❖ Aligning goals with staff member

3rd Checkpoint

First Quarter:

- ❖ First quarter review with senior
- ❖ Revision of biz or operating plan

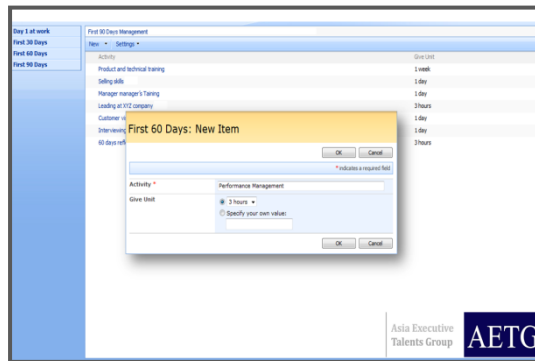
Final Checkpoint

Our Electronic On-boarding Capability

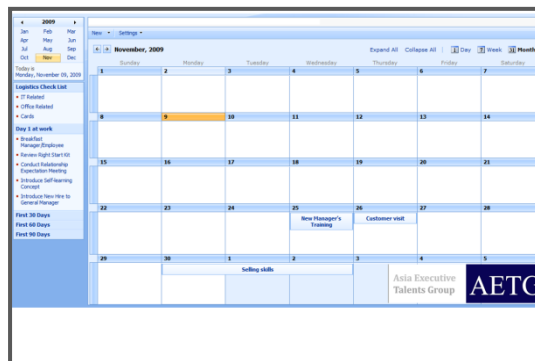


Our Web-base System will:

- ❖ Consolidate and manage all new executive on-boarding data and information
- ❖ Use unified reporting and assessment tools for all stakeholders' reference
- ❖ Achieve a total view of your global talent on-boarding details



Line or HR managers only need to drag-and-drop activities the system provided and form the 90-days on-boarding plan for their new executive.



Scheduled on-boarding activities will be automatically put on the work calendars of new executive, line manager and HR manager for action.



Line and HR managers will be invited to give both competency and performance ratings for the new execution upon completion of every checkpoint.

For further information, please contact us at:

Telephone: (852) 2110 0120 email: info@acmegroup.hk

Address: Units 2307-10, Dah Sing Financial Centre, 108 Gloucester Road, Wanchai, HK