



ONBOARDING REPORT

Candidate : **Aurélien Guillon**

The three keys to a successful onboarding are :

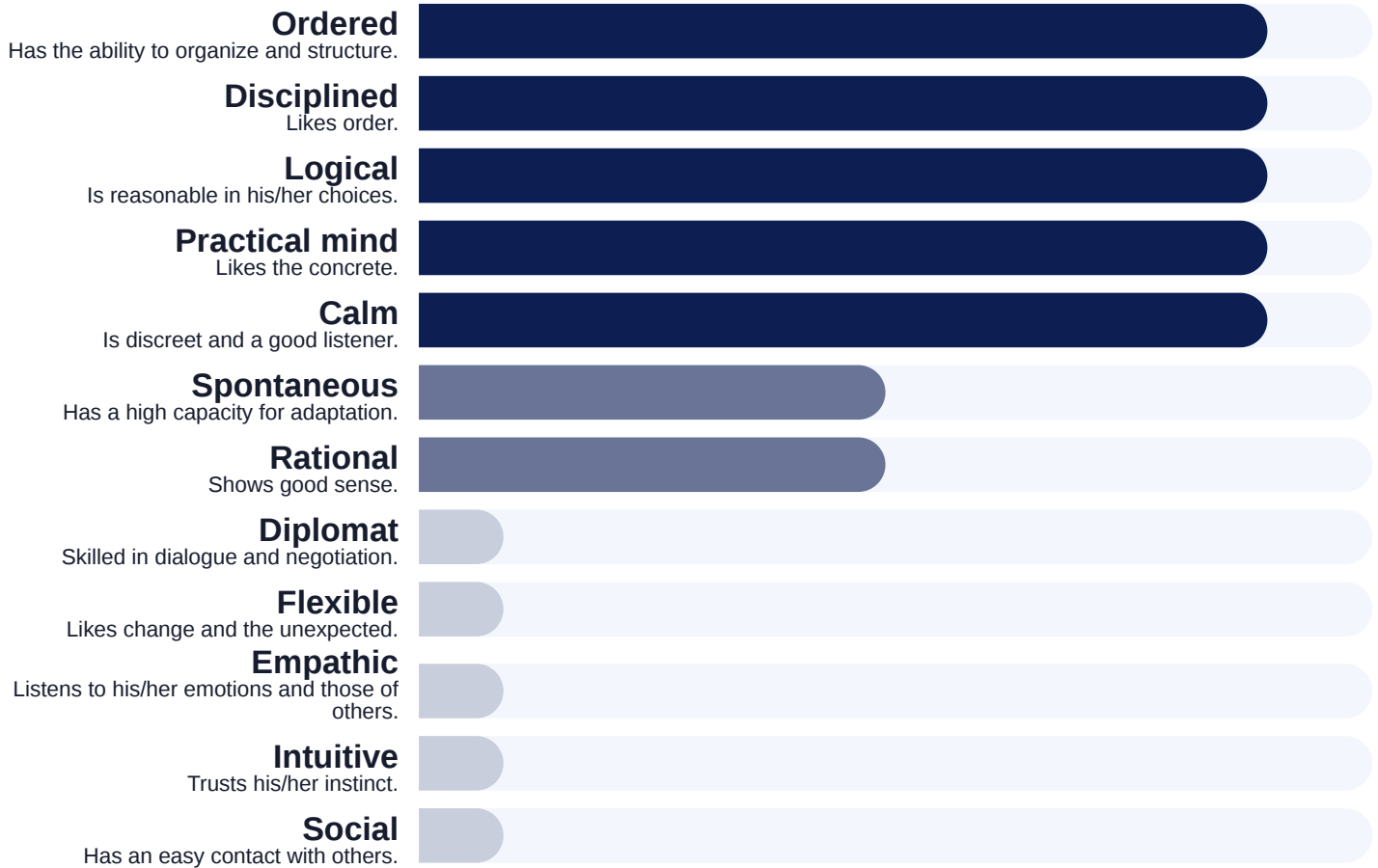
Preparation : It is important to prepare the new employee's arrival by providing all necessary information about the company, his/her role, and responsibilities. This can include welcome documents, user manuals, and specific training.

Social integration : It is important to allow the new employee to feel comfortable and socially integrated into the company. This can include organizing meetings with team members, setting up integration activities, and assigning a mentor.

Support : It is important to provide continuous support to the new employee throughout the onboarding process. This can include coaching sessions, regular feedback, and periodic evaluations to ensure that the new employee is progressing and integrating well into his/her role and the company.

By respecting these three keys, the company can ensure a successful onboarding for the new employee, which will favor a quick and effective integration, increased productivity, increased employee satisfaction, and a reduction in staff turnover.

PERSONALITY SYNTHESIS



OPTIMAL WORK ENVIRONMENT

Ideal work environment



Prefers to work in a hierarchical environment, with a framework and rules. Needs to be accompanied as a junior.

Prefers

Hierarchical work environment

Source of motivation



Likes challenge and competition. Quite solitary in achieving his/her goals.

Does not prefer

Customer service as retail or careers focus on human interactions

Work rhythm



Prefers to work regularly with to-do lists rather than work that arrives unexpectedly.

WORK ATTITUDE

Conscientious : likes to think before acting. He/she can be perceived as cold and indifferent. He/she manifests a strong desire to know and understand what surrounds him/her. He/she has difficulty responding to authoritarian pressure and prefers to communicate in writing.

- 👍 Values autonomy
- 👍 Is reflective and factual
- 👍 Likes details
- 👍 Afraid of making mistakes
- 👍 Takes the time necessary to make decisions
- 👍 Seeks perfection

PREFERRED COMMUNICATION MODE

This profile likes to ask questions and express his/her opinions. He/she perceives the world through the filter of 'thought'.

To have good communication with this profile:

- 👍 Ask him/her questions.
- 👍 Recognize the quality of his/her work.
- 👍 Show interest in his/her opinions without interrupting.
- 👍 Make sure to give him/her regular and objective feedback.
- 👍 If you disagree with him/her, say so constructively and show respect for his/her value system

Sources of stress:

- 👎 Lack of recognition for his/her work or opinions

WORK PERSONALITY

Character open to experience very low : Decisively conventional in his/her way of being, comfortable with protocols and resistant to change.

Character extraverted very low : Decisively turned towards his/her inner world with a need to isolate to regain balance and energy. Prefers solitude and struggles with social demands.

Character agreeable very low : Decisively competitive with a high capacity to assert oneself in conflict, even at the cost of appearing insensitive.

Character conscientious very high : Important sense of priorities and highly proactive, possesses a strong capacity to control impulses and behaviors focused on clear and precise objectives.

4D Personality traits

[▶ Explainer video](#)

Responsible, sincere, analytical, reserved, realistic, orderly. Hardworking and trustworthy with good practical judgment.

How the profile gains energy



This profile draws energy from the inner world, isolates to reflect

- Can be described as private or reserved.
- Prefers a slower pace with time for contemplation.
- Tends to internalize things.
- Prefers to observe rather than be the center of attention.

Strengths

- Reflective
- Calm
- Attentive

Areas for effort

- Lack of reaction
- Tendency towards boredom
- May appear distant

How the profile gathers information



This profile gathers a lot of information before making a decision

- Focuses on reality and concrete things
- Pays attention to facts and details
- Prefers ideas with practical applications
- Likes to describe things literally

Strengths

- Pragmatic
- Realistic
- Sensible to details

Areas for effort

- Prefers established processes over novelty
- May appear too down-to-earth
- Tendency towards overly detailed presentations

How the profile makes decisions



This profile makes decisions logically and rationally

- Makes decisions using logical reasoning
- Values justice and fairness
- Likes to find flaws in a problem
- Can be described as reasonable and balanced

Strengths

- Logical
- Objective
- Organized

Areas for effort

- May appear cold
- May appear overly competitive
- May appear overly critical

How the profile takes action



This profile will tend to act within the rules and respecting established frameworks

- Likes things settled
- Thinks rules and deadlines should be respected
- Prefers detailed step-by-step instructions
- Makes plans and wants to know what he/she is getting into

Strengths

- Punctual
- Organized
- Foreseeing

Areas for effort

- May appear too rigid
- May appear too demanding
- May appear too perfectionist

CUSTOMIZED ONBOARDING

BEFORE THE FIRST DAY:

- **Expectations** : By considering dedication, methodology and orientation towards the order of Aurélien, it would be useful to provide detailed information on the role, responsibilities and expectations of the company before arrival.
- **Structured environment** : With a preference for a structured environment, make sure that all the necessary tools, resources and access are ready. This could include the configuration of the workspace, access to the company's systems, and the introduction to the company's procedures.
- **Communication with the team** : Inform the team of Aurélien's arrival. Underline the sense of responsibility, patience and integrity. Encourage the team to be open and honest.

THE FIRST DAY :

- **Introduction to processes** : Present the company's key processes. The value granted to clear guidelines and established rules should provide a feeling of comfort and clarity.
- **Meeting with the team** : Organize a team meeting to allow Aurélien to meet everyone. Encourage the team to be open and honest, these qualities being highly appreciated.
- **Orientation on responsibilities** : Clearly explain the company's expectations in terms of responsibility and the consequences of actions. This will help to understand and fully assume the role.

THE FIRST WEEK :

- **Encourage independence** : Aurélien is able to take responsibility and autonomy. Encourage initiative and proactivity in its role.
- **Regular meetings** : Provide regular and honest returns, because honesty is highly appreciated. This will help understand what works and what to be improved.
- **Strengthen the structure** : Make sure Aurélien has a good understanding of the company's structure and procedures. Continue to provide information and support to navigate this environment.

CUSTOMIZED ONBOARDING (CONTINUED)

THE FIRST TWO WEEKS :

- **Assessment** : Two weeks after arrival, plan a performance assessment. Discuss successes, challenges and areas of improvement.
- **Open communication** : Continue to promote open and honest communication. Encourage Aurélien to share thoughts and ideas.
- **Revaluation of tasks** : If necessary, reassess Aurélien's tasks and make changes to better respond to his skills and his personality.

THE FIRST MONTH :

- **Final evaluation** : At the end of the first month, plan a new performance assessment. Discuss the areas where the performance has been excellent and those where there could be improvement.
- **Long -term objectives** : Establish long -term objectives with Aurélien. A clear vision of long -term objectives will be more comfortable, given the methodology and orientation towards the results.
- **Celebration of successes** : Celebrate Aurélien's successes during the first month. Recognition of efforts and dedication will help strengthen the feeling of belonging to the team and loyalty to the company.