

ABSTRACT

Process of adaptation is an important period of a life cycle of an employee in every organization. This period, during which the employee is getting to know the organization, its culture, role, colleagues, and their own workload, often determines whether the employee stays with the organization or not. It is a difficult period, the employee is acquiring new skills and know-hows and adjusting to a new colleagues and environment. The difficulty of this period can be lowered with a well set and professionally managed systematic onboarding process. Onboarding process is what this thesis focuses on, it engages with general aspects as well as with evaluation of the onboarding process in a home organization of the author of this thesis. Said organization sees an onboarding manual as an important part of the adaptation process. A draft of such manual is a part of this thesis.

Theoretical part of the thesis introduces fundamental fields necessary for complex understanding of the issues of training of new employees in organizations. The themes of adaptation and onboarding process are also introduced as well as education of new employees and mentoring as one of the education methods. Other themes described are the change management as well as the employees' onboarding manual. The concept of the theoretical part is a summary of theoretical knowledge from works of experts which should act as instructions how to create an effective structure of the adaptation process and the adaptation manual. Empiric part of the thesis introduces the home organization of the author and analyses the current state of adaptation process at this organization. It uses a whole spectrum of methods to identify its strengths and weaknesses. The empiric part concludes with suggestions how to make the current onboarding process more effective. The suggestions are based on interviews with colleagues and serve as a base for the reworked adaptation manual for new employees, which is to serve a source of information and as a practical guide how to cope with the difficult period of adaptation successfully.

Key words

- Change management
- Education
- Employees' manual
- Mentoring
- Motivation and motivation process
- Onboarding at workplaces
- Onboarding process in employment