

Onboarding with Intention: Uncover What New Hires Need to Succeed

Overview

On January 14, the Manufacturing Institute (MI) hosted a virtual Solution Series session examining how understanding the true requirements of a manufacturing job supports new-hire success.

This session was led by **Danielle Suprick**, Training and Development Leader, and **Jennifer Unzueta**, Training and Development Intern, of **Golden Aluminum**. They drew on their backgrounds in industrial psychology and hands-on experience with job analysis to guide the conversation, sharing real-world examples from their own facilities and prompting participants to apply job analysis concepts to their own roles.

Job Analysis: What and Why?

A [job analysis](#) is a systematic process of gathering, documenting and analyzing information about the requirements, activities and context of a job. This can inform how jobs are advertised, how applicants are selected and how new employees are trained.

Conducting job analysis can have several positive business outcomes, including:

- Structured training programs
- Detailed job descriptions and skills matrices
- Identified opportunities for upskilling incumbent workforce
- Reduction in turnover due to clearer expectations
- Quicker on-boarding time

Conducting Job Analysis

Golden Aluminum uses multiple methods of job analysis, mixing quantitative and qualitative data collection to develop a well-rounded understanding of each role.

Some job analysis methods include:

- **O*Net:** A U.S. Department of Labor database that outlines the skills required for common manufacturing roles.
- **Observations:** The analyst watches the behavior and tasks of operators, both with and without step-by-step commentary.
- **Job participation:** The analyst performs the role, uncovering automatic behaviors that operators may not verbalize.

- **Interviews:** Unstructured interviews serve as conversations that give detailed insight. Structured interviews can facilitate comparison between roles.
- **Functional job analysis:** A chart that breaks down the skills required for tasks and tool usage.
- **Structured survey:** The most data-driven approach to analysis can uncover training gaps.
- **Self/Supervisor evaluation:** An exercise that evaluates the skills of existing workforce, identifying skill gaps and subject matter expertise.
- **Review of documentation:** Evaluating existing training resources uncovers their strengths, weaknesses and gaps.
- **Focus groups:** Discussions with incumbent workers confirm expectations and training needs.

[Learn more about job analysis methods.](#)

Continue Investing in your Workforce

Up Next: Retention to Results: Building Thriving, Productive Teams

Don't miss practical strategies manufacturers are using right now to boost engagement, retention, and performance. Join us on **Wednesday, February 18 at 1:00 PM ET** for a conversation with **Don Rheem**, Founder of CultureID, and **Dan Kuehn**, CEO and President of Plastic Ingenuity.

[Register here!](#)