

Onboarding

Setting the stage for success

The candidate experience does not end when the candidate is hired, it also extends to onboarding. The onboarding experience is crucial for retention. Onboarding is more than completing new hire paperwork or attending the new employee orientation. It is a **collaborative, strategic approach** that provides new employees with the needed information, tools, and resources to effectively meet the organizational goals. Onboarding is the foundation that sets new employees up for success!

Pre-boarding

Start fostering a relationship with your new hire before the first day. Make it less about the process and paperwork and focus on interactions and communications with new hires.

- Notify the team on the start date and encourage them to reach out to them
- Grant pre-employment access to email within 30 days of their start day
- Arrange for all necessary work tools and resources needed
- Prepare First Day and Week One agendas

Ongoing onboarding

Onboarding does not stop at the First Day or Week One. This stage includes the First Month, First 90-days, and First Year. Ongoing onboarding contributes directly to the retention and helps employees adjust to their jobs.

- Facilitate a clear understanding of the role, responsibilities, and expectations
- Guide on the department's culture, communication channels, and procedures
- Focus on experiential learning which will lead to making a greater impact on a new employee
- Provide support through feedback, coaching, and follow-up.

Top onboarding priorities

Job Training

Review of Company
Policies

Tour of department and
workspace

Pair with buddy or
mentor

Check out the [Onboarding Guide](#) for Hiring Managers for more information about onboarding.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Why Onboarding Matters



On average, 69% of employees are more likely to stay with a company for three years if they experienced comprehensive onboarding.