

A Simplified Best Practices Onboarding Considerations Checklist

Company-Related

- Continuous Improvement.** Regularly evaluate training to make sure it's current and effective, making changes accordingly.
- Interdepartmental Involvement.** Include all stakeholders in the design, development, delivery, and review of the onboarding process.
- Alignment of Business Goals.** Clarify business goals first and develop an onboarding/training framework based on those.
- Mentoring.** Plan and implement coaching programs or mentor networks for new or transitioning employees.
- Consistency.** Implement consistent and ongoing onboarding and training programs. Internally, you need to have a plan that everyone follows with clear expectations.

Employee-Related

You should also keep in mind any onboarding processes and actions that will support the employee:

- Tailoring.** Different generational groups may have different needs that should be kept in mind.
- Role Clarity.** Make sure that all the expectations of the position are clearly identified and communicated.
- Social Integration.** Help support internal networking and create the connection needed for the new hire to do the job well and feel at home.
- Enculturation.** Clearly communicate the mission, vision, and driving values of the organization.
- Knowledge Transfer.** For new hires and those moving to another role within the company, ensure there is access to coaching, training, a knowledge repository (like wikis), and narrative transfer from departing or retiring teammates.