There is power in establishing a strong foundation.
New employees who complete a structured onboarding program with clear goals are 58% more likely to still be with their organization after three years. However, one in five employees either report that their most recent onboarding was poor, or that they received no onboarding at all. An employee onboarding plan serves as a roadmap for new employees, ensuring that they have a smooth transition into your organization, setting them up for success from day one.

Pre-Boarding
Many employers miss out on the opportunity to cultivate continued relationship with new employees during the period of time between offer and onboarding. A welcoming package or email that includes information about the organization's culture, values, an overview of the orientation and onboarding schedule, and practical details needed for starting in the position, like parking, can help a new employee feel prepared and valued.

Employee Onboarding
Employee orientation provides the opportunity for new hires to complete proper paperwork, receive necessary resources and technology to perform their responsibilities, and learn about organizational policies and procedures. Onboarding, on the other hand, is a comprehensive process where new employees matriculate into their roles and responsibilities and become a part of your organization and culture while ensuring they have the information, tangible tools and resources needed to become a contributor and productive team member.

A comprehensive onboarding program is critical for three reasons:
- Creates the first impression a new hire has of an organization.
- Affirms a new employee's decision to join an organization.
- Sets a new employee up for success in their role and within the organization by providing them with essential information and skills.

Create a Plan
According to SHRM, employers should consider several key questions to attain team and management buy-in in order to develop a plan of action for onboarding new employees. Questions to consider:
- When will onboarding start?
- How long will it last?
- What impression do you want new hires to walk away with at the end of the first day?
- What do new employees need to know about the culture and work environment?
- What role will HR play in the process? What about direct managers? Co-workers?
- What kind of goals do you want to set for new employees?
- How will you gather feedback on the program and measure its success?

Set Goals & Outcomes
Roundtable Learning recommends five goals to help ensure that you cover the information that new hires need to be successful.
- Impression – Affirm the new employee's decision to join the organization.
- Introduction – Build the employee's understanding of the organization.
- Integration – Ensure that the employee understands their role, how they contribute to their team, and how their team adds value to the organization.
- Immersion – Build the employee's knowledge of the functions, processes, and skills required for success in their role.
- Independence – Validate that the employee can perform the critical functions of their role.

Manage Your Process

Onboarding should happen through a series of phases over the course of 9 - 12 months, with each phase having its own goals and supporting resources.

- Orientation — Introduce the new hire to the organization and key team members, explore the organization's values, and review the handbook, important policies, and related compliance materials.
- Role Training — Teach a new hire about their day to day job duties and any information they need to achieve long-term success.
- Transition — Train organizational leaders so that they can help new hires gain a solid understanding of their position and become fully productive.
- Ongoing Development — Create plans for continued career and personal growth so that both the individual and organization can reach their goals and achieve success.

Resources:

- 8 Practical Tips for Leaders for a Better Onboarding Process
- 8 Reasons Onboarding Is Essential
- Understanding the importance of a positive onboarding experience
- Why Effective Onboarding Is More Important Than Ever
- 5 Goals Of Onboarding That Every Program Should Have