



Onboarding Practices You Need Now

To foster maximum retention, the following ten onboarding steps should be executed in a strategic and supportive sequence:



Step 1:

Pre-Onboarding

Initiate engagement with new hires before their first day by providing paperwork, a welcome message, and expectations digitally to make them feel prepared and valued.

Example

personalized welcome video from his future team, creating excitement and easing nerves.

Before John's first day, HR sent him all necessary paperwork and a



Example

Step 2:

First Day Orientation

alleviate any first day anxieties.

On her first day, Maria was greeted with a company-branded welcome kit and a guided office tour, making her feel immediately

Make the first day memorable with a warm welcome, a prepared workspace, introductions to their team, and a clear agenda to



Step 3:

part of the team.

Comprehensive Company Overview

culture, helping them understand the organization's objectives and their role in it.

Educate new employees about the company's mission, values, and



presentation about the company's history and its strategic goals, giving him context for his role.

During his orientation, Alex was taken through an interactive



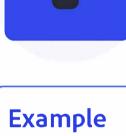
Detailed Role Explanation

Step 4:

Clarify job duties, performance metrics, and career progression

Emma had a one-on-one with her manager who outlined her key responsibilities and how her success would be measured, providing

opportunities, aligning their objectives with the company's goals.



Step 5:

her with clear objectives.

Training and Development

development.

Deploy a diverse training curriculum to equip new staff with the skills necessary for their job, showing investment in their professional



Step 6:

Liam was enrolled in a series of workshops pertinent to his position, ensuring he felt confident in his skills and aware of resources for



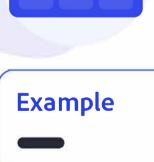
Facilitate networking opportunities with colleagues to build relationships, which are essential for workplace satisfaction and

integration.

continuous learning.

Foster Connections

On her first week, Sarah was invited to a team lunch, where she connected with colleagues and learned about company traditions.



hire feels seen and heard.

Step 7:

Two weeks in, Tom's manager scheduled bi-weekly meetings to

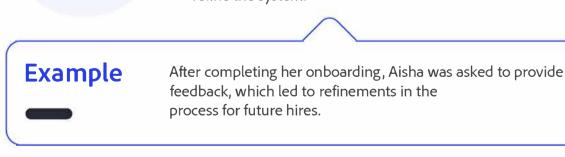
Encourage Feedback

Check-in Regularly

ongoing development.

discuss his progress and any challenges, showing a commitment to his

Implement a schedule of regular check-ins to offer support, address concerns, and adjust the onboarding as needed, ensuring the new



refine the system.

Step 8:

feedback, which led to refinements in the process for future hires.

Ask for the new employee's input on the onboarding process,

demonstrating their opinion is valued and utilizing their feedback to



Step 9:

Provide impactful and relevant projects early on to allow new employees to prove their worth and feel a sense of contribution.

Assign Meaningful Work

From day one, Carlos was assigned to a key project that allowed him to contribute meaningful insights and quickly showcase his expertise.



Example

Step 10:

Recognize new hires' achievements and milestones to build their

confidence and reinforce their importance to the team.

Celebrate Milestones





On completing his first month, Raj was publicly praised during a team meeting for his contributions, reinforcing his place in the company.