

ONBOARDING DOCUMENT

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Six-month onboarding programme

By the end of week one	Signature on completion
1. You have met your immediate manager who is managing your onboarding process and you have been allocated a workspace	
2. You have met all your team members in your department/store	
3. You know the security arrangements for entering and exiting the building, including out of hours or during an emergency evacuation (day one)	
4. You have confirmed in writing your understanding and acceptance of the company's policies	
5. You have attended an initial orientation meeting with your HRBP and been given your starter pack containing your contract	
6. You are familiar with the benefits offered by the company, and have completed, signed and handed all relevant payroll documents to your HRBP	
7. You have been allocated a volunteer 'buddy' by your manager	
8. You are familiar with the 'who-to-see-for-what' list	

9. You have been provided with the necessary equipment, tools and materials required for your role	
10. You have access to all the necessary systems relevant to your role	
11. You are familiar with your company's intranet - DARE	
12. You have a general understanding of the company's products, services, and business objectives	
13. You have discussed your role and key responsibilities with your direct manager, having read and understood the job description for your position	
14. You have held a first week debriefing with your direct manager and HRBP to ensure that your initial expectations of the job, and your company's expectations of you, have been met	

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By the end of week six	Signature on completion
1. You have met with colleagues and others who are relevant to your role across the region	
2. You are familiar with the performance requirements of your role and have an understanding of how the company uses performance management to drive a high-performance culture	
3. You have attended the induction programme	
4. You are familiar with the company's strategic objectives and business plan, as well as your role in contributing to them	
5. You have a good understanding of the company's values (and behaviours) and have clarified these with your manager	
6. You understand the company's incentive structure	
7. You have met with your manager to discuss and agree on your performance promise, i.e., the key responsibilities of your role and your immediate goals as part of performance management	

8. You have had an interim orientation and performance review meeting with your manager (and the HRBP) and received feedback on your performance to date	
9. You are beginning to know and feel that you made a good career choice by joining the company	

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By week 12	Signature on completion
1. You have accessed the company's intranet and are familiar with the training and development opportunities available to you	
2. You have discussed with your manager the range of appropriate learning and development opportunities available to you in the company, and appropriate to your position	
3. You are familiar with the career development tools and processes available to you through the company	
4. You have met with your manager and discussed and documented your personal development plan to support the achievement of your performance promise (role and goals)	
5. You have a clear understanding of the impact of your role on your team	
6. You have had a formal 'end-of-probation' meeting with your manager and have completed probation documentation	
7. You have had an end-of-orientation feedback interview with your HRBP	
8. You have had a 12-week performance review meeting with your manager, received feedback on your performance to date and have discussed your experiences as a new recruit	

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By week 26 (six months)	Signature on completion
1. You have attended at least one training programme, or undertaken a development activity, to implement your previously agreed personal development plan	
2. You have considered and drafted an initial career development plan	
3. You have a clear understanding of the impact of your role on your team, as well as on other areas in the business	
4. You have had a formal six-monthly performance review meeting with your manager as part of performance management, received feedback on your performance to date, confirmed your role and updated goals where needed, and reviewed progress made against your personal development plan	
5. You have met with your manager to discuss and document your career plan for the next 18 months to two years ahead	
6. Congratulations! You have been successfully onboarded into the company.	
7. You feel proud to be 'on board' and have a healthy sense of belonging in the organisation. The company has won over your 'head' and your 'heart' in that you clearly understand your role and feel good about playing that role in this organisation	
8. You feel you want to serve the organisation, knowing that its people and processes serve you in return	

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Onboarding feedback questionnaire

It is recommended that a new recruit complete an onboarding feedback questionnaire with the HRBP from the end of week 12 of an onboarding programme.

INSTRUCTIONS: As a recently employed recruit, please tell us about your onboarding experiences.

Assess how well the organisation’s onboarding processes worked for you by answering ‘yes’ or ‘no’ to the following questions.

- **Tick () for YES and make a cross (X) for NO.**
- Also, please provide comment on all areas to elaborate on or explain your ratings.

Onboarding best practice criteria	or X
1. Did the onboarding process begin during the final stages of your selection interviewing process?	
Comments:	
2. Were you communicated with and made to feel you were specially selected and were you warmly welcomed to the organisation before you arrived on your first work-day?	
Comments:	
3. Did the onboarding process inspire in you, as a new recruit, a sense of pride in having joined the organisation?	
Comments:	

<p>4. Were you given a strategic view of the organisation, so that you understood the organisation's vision, mission, values and culture right from the start?</p>	
<p>Comments:</p>	
<p>5. Was there a 'buddy system' in place where an existing staff member took responsibility for playing a supportive role in your induction into day-to-day organisational formalities and procedures?</p>	
<p>Comments:</p>	
<p>6. Was compelling 'story-telling' used as an important method for initially communicating the organisation's values and other important qualities?</p>	
<p>Comments:</p>	
<p>7. Was the company's induction programme appropriately focused on your needs as a new recruit, designed and scheduled in an easy-to-understand pack, interesting in content and interactive in nature?</p>	
<p>Comments:</p>	
<p>8. Was the induction programme scheduled at the correct time, neither too soon nor too late after you joined the company?</p>	
<p>Comments:</p>	

9. Was relevant supporting information available to you on the company intranet or via other systems?	
Comments:	
10. Was a mentoring programme in place where you could choose a mentor to support your career development in the organisation?	
Comments:	
11. Were practical mechanisms in place for you to regularly and easily communicate how you were doing and feeling during your first months of employment?	
Comments:	
12. Were all managers committed to and supportive to the importance of onboarding new recruits, and in playing their supportive inducting role effectively?	
Comments:	

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Areas worthy of praise
What aspects of the organisation's onboarding process deserve special praise?

Areas requiring improvement
What can the organisation do to improve the effectiveness on the onboarding process?