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**Suggested Onboarding Process**

Step 1 – Before the employee starts

* Send the employee useful information about the organisation
* Plan the employee’s induction, including who will meet them on their first day, who will mentor them, and get their workspace ready

Step 2 – First day

* Show them around, introducing colleagues, managers and mentors
* Deal with important documents, but don’t make Day 1 overwhelming
* Health and safety must be outlined

Step 3 – First week

* Explain a full who’s who, how the organisation works, its rules, how any facilities work, the new employee’s role and how they fit in
* Explain how performance is assessed and let them try some tasks

Step 4 – First month

* Informally establish how the employee is settling in, if any further training or coaching is needed, and if there are any other concerns
* Give reassuring but realistic feedback on how they are doing

Step 5 – Three months

* Check the employee’s performance. What’s good? What must improve?
* Agree any further support as a programme with timed goals

Step 6 - Six months/and or end of probation

* Decide if a probationary employee is to be kept on, fairly dismissed or offered extended probation where the contract permits
* Review their performance and establish goals for the next six months

Step 7 – Twelve months

* Hold a full performance management review or appraisal
* Ask the employee for feedback on the effectiveness of their induction

Step 8 – What happens next?

* Continue to support development of employee in ways that benefit the organisation and increase their ability and loyalty

Source:

www.acas.org.uk (2015)