

# Onboarding Plan Template For a Successful Onboarding Experience

## 1. Pre-boarding Phase:

- **Sending an onboarding email** to the new employee with details about their first day, including location and start time, dress code, parking or transport information and any necessary paperwork they should bring.
- **Providing the new employee** with email, company intranet and company tools accesses.
- **Assigning an onboarding mentor** or onboarding buddy who can answer questions and provide support during the entire onboarding process.

## 2. Orientation Phase:

- Sharing an overview of the **company's mission, values, and culture**.
- **Introducing the new employee** to their teammates, direct manager, and other company departments.
- **Reviewing the employee handbook and company policies**, including attendance and behavior expectations.
- **Discussing the new employee's role and responsibilities**, including key goals and performance expectations.
- **Scheduling training sessions** adapted to the new employee's positions, such as safety procedures or software tools training.

## 3. Training and Development Phase:

- **Providing ongoing training and development opportunities**, such as online courses, coaching sessions and various training material.

- **Defining performance goals** and sharing continuous and constructive feedback.
- Scheduling regular meetings with the manager and mentor to discuss the process and address potential questions or issues.
- **Organizing company events** and team-building activities to maintain motivation.

#### 4. Probationary Evaluation and Ongoing Training:

- Conducting a formal performance review to assess the new employee's progress.
- **Collecting feedback** on the onboarding experience through employee surveys.
- **Addressing performance issues** and providing additional support and training according to individual needs and identified skill gaps.
- **Celebrating the new employee's contribution** to the team and company by implementing an effective employee recognition program.

This onboarding plan template can be customized to fit your organizational culture and your specific needs.

Remember to collect onboarding feedback with employee satisfaction surveys, and **automate administrative tasks with Folks' all-in-one onboarding platform!**