

Mini Onboarding Organizational Assessment

Onboarding begins from the moment a new hire accepts your offer to many months into their new hire experience. These first few months are critical in creating an experience that will retain your new hire and recruit additional employees that are a great fit for your organization.

Below is a mini tool, a Mini Onboarding Assessment, meant to foster new conversations about your current onboarding program and create goals to improve it in the future.

- ◆ What does your current onboarding program look like?
 - ◆ What does pre-boarding look like?
 - ◆ What does orientation look like?
 - ◆ What does one week, 30-day, 60-day, and 90-day follow ups look like?
 - ◆ What resources are available to new hires? How are they presented?
 - ◆ Do you actively seek out feedback from new hires on their onboarding experience? (pulse survey, post onboarding review, check-in.)
- ◆ What would you like your onboarding program to look like?
 - ◆ What do you currently have in your onboarding program that needs to be improved?
 - ◆ How would you like to improve the above?
 - ◆ What is currently missing from your onboarding program that you would like to add?
 - ◆ How would you like it to look like?

Post Onboarding Pulse Survey

- ◆ Please rate your overall onboarding experience
(Rate on scale 1 through 5, with 5 being the highest rating.)

- ◆ What was your least favorite portion of onboarding?

- ◆ What was your favorite portion of onboarding?

- ◆ Please rate to what extent do you agree or disagree with the statement.
I understand the company core values and the importance of my position.
 - a. Strongly Agree
 - b. Agree
 - c. Neither Agree nor Disagree
 - d. Disagree
 - e. Strongly Disagree

- ◆ What would you like your onboarding program to look like?

