The Onboarding Blueprint: Your First 90 Days to Employee Success

"69% of employees are more likely to stay with a company for three years if they had a great onboarding experience."— SHRM

The Employee Experience begins as soon as a candidate expresses interest in working for your company. With that in mind, a thoughtful and seamless Onboarding experience is one of the most powerful ways to create and boost engagement and retention from Day One. In this guide, HR Media & Co. outlines the essential tools, timelines, and strategies to set you and your New Hires up for long-term success and retention.

Why Onboarding Is Make-or-Break:

The first 90 days are critical! Most New Hires decide within the Onboarding and Orientation process whether the role and/or company is a good fit. During their first two weeks of employment, most New Hires decide whether to stay or decline moving forward with the company and go back to searching for a new job in a company that is more aligned with their career goals and workplace culture of choice.

Onboarding is more than paperwork; it's an experience that signals your company's culture, connection, care, and clarity.

30-60-90 Day Onboarding Checklist:

Days 1-30

- ☐ Welcome New Hire
- ☐ Assign Onboarding Buddy

- ☐ Meet & Greet with Team i.e. Lunch with Team or Coffee Chat

- ☐ Conduct New Hire Trainings

- ☐ Offer On the Job Training for New Hire's New Role

- ☐ Role Clarity & Expectations with Direct Supervisor

- ☐ Mini Stay Interview with HR

- ☐ Direct Supervisor conduct Bi-weekly Check Ins with New Hire

Days 30-60

- ☐ Ensure New Hire takes ownership of regular job tasks and processes

- ☐ New Hire and Direct Supervisor revisit Role Clarity, Expectations, and Goals (Update if Necessary)

- ☐ Plan Personal Development Goals

- ☐ Offer Learning & Development opportunities

- ☐ Check in with Onboarding Buddy

- ☐ Encourage New Hire to attend a company event i.e. Lunch & Learn

- ☐ Get employee experience feedback from New Hire

Days 60-90

- ☐ Discuss Wins, Strengths, and Noteworthy Contributions

- ☐ Address Challenges and Skill Gaps

- ☐ Check on Sense of Belonging

- ☐ Create New Hire Career Map

- ☐ Celebrate 90 day milestone

- ☐ Direct Supervisor conduct Initial Performance Review

- ☐ Invite New Hire to Self Assess their performance in their first 90 days

Virtual Onboarding Tips:

✔ Send the Final Signed Offer Letter with Confirmed Start Date & other Onboarding Documents two weeks prior to confirmed Onboarding Date

✔ Go over the required documents with New Hires i.e. Tax forms, Benefit Enrollment forms, and Payroll forms

✔ Show a Company Welcome Video during Onboarding

✔ Assign an Onboarding Buddy to each New Hire

✔ Use Collab tools i.e. Slack and Teams to keep New Hires engaged with HR

In-Person Onboarding Tips:

✔ **Make the New Hires Feel Welcome! Welcome! Welcome!** This step can't be overstated: First Impressions Matter! It is critical to make sure New Hires feel welcome and supported

✔ Send the Final Signed Offer Letter with Confirmed Start Date & other Onboarding Documents two weeks prior to confirmed Onboarding Date

✔ Go over the required documents with New Hires i.e. Tax forms, Benefit Enrollment forms, and Payroll forms

✔ Have a clean, organized, and welcoming workspace ready

✔ Work with IT ahead of time to coordinate tech setup, i.e., phone, computer, email setup, software, etc. all equipment and materials should be ready for immediate use

✔ Include a Physical Welcome Kit, Company Swag, Merch, and Onboarding Documents that need to be completed and signed

✔ Offer a tour of the office and introduce staff

Culture Integration Checklist:

✔ Welcome message from the CEO and Senior Leaders (This can be incorporated in the Welcome Video)

✔️ Introduce the Company Vision, Values, and Mission (This can be incorporated in the Welcome Video as well)

✔️ Send an email blast to All Staff welcoming and introducing New Hires of the Month & Promotions

Let HR Media & Co. turn your Onboarding into a Retention Strategy. We Care About Your People & Success. Share your goals and pain points- we'll design a custom Onboarding Strategy that Fits Your Needs.

🎯 **Let's Build Your New Onboarding**