

Set up your new team members for success from Day 1. Use the ideas below to create a checklist for defining expectations and fostering engagement during onboarding.

1. SET CLEAR EXPECTATIONS FROM THE START

- *Define Responsibilities:* Outline key tasks, objectives, goals, and performance metrics.
- *Discuss Standards:* Clarify performance expectations for short- and long-term success.
- *Explain Team Dynamics:* Show how their role fits within the team.



2. BUILD A WELCOMING ENVIRONMENT

- *Prepare Day 1:* Set up workspace, tools, and access.
- *Introduce Key People:* Connect with crucial colleagues early on.
- *Encourage Socializing:* Facilitate team meetups or virtual coffee chats.



3. PROVIDE STRUCTURED TRAINING AND RESOURCES

- *Create an Onboarding Schedule:* Outline training and knowledge-sharing sessions.
- *Provide Resources:* Ensure access to tools and documents.
- *Promote Learning:* Introduce available development opportunities.

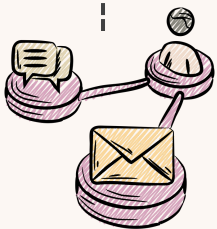


4. SET GOALS AND MILESTONES FOR SUCCESS

- *Set Short-Term Goals:* Define measurable objectives for the first 90 days.
- *Discuss Growth:* Highlight career development opportunities.
- *Provide Feedback:* Schedule regular check-ins to adjust goals as needed.

5. CREATE AN OPEN COMMUNICATION CHANNEL

- *Schedule Regular Check-ins:* Meet weekly or bi-weekly for progress updates.
- *Be Available:* Offer support and guidance whenever needed.
- *Encourage Transparency:* Keep them informed about the team, news, and company updates.



6. REINFORCE COMPANY CULTURE AND VALUES

- *Discuss Core Values:* Align role with company mission and vision.
- *Lead by Example:* Model behaviors that reflect the company values and mission.
- *Celebrate Achievements:* Acknowledge progress to foster the individual's motivation.

