preppio

Employee Onboarding Maturity Level
Company Assessment

Check the onboarding activities that your company executes to assess its onboarding maturity level.

6 C's	✓	Onboarding Activity Description	Maturity Level		
Culture		Messaging and resources through integrated communication channels help to align new hires with the culture.		(At least one from each of these categories)	Proactive = ALL CATEGORIES
Culture		Company history, employee events, and "wins" are shared.			
Checkbacks		Supervisor check-ins are assigned for specific time guidelines and tracked using automation.			
Checkbacks		Routine one-on-one meetings and feedback surveys are completed during onboarding.			
Connection		Onboarding stakeholders are nudged to complete connection activities via technology.			
Connection		Colleagues and managers send welcome messages and introductions prior to day one.			
Connection		Managers assign mentors and buddies to new employees and make introductions.			
Confidence		Communicate via pre-formatted messaging the organizational hierarchy and how to communicate with co-workers for what purposes.			
Confidence		Integrated messaging software is used to help prepare new hires for upcoming activities, tasks, and meetings.			
Clarification		New hires have a personalized onboarding access portal for forms, activities, tasks, maps, and more.		High Potential	
Clarification		New hire resources and information is stored and accessed with onboarding software.			
Clarification		Materials are provided to clearly outline roles and responsibilities.			
Clarification		Workplace norms are clearly communicated.			
Compliance		New hire mandatory tasks are automated.	Passive		
Compliance		Pre-hire paperwork is sent to new hires before day one.			
Compliance		A process exists for new hire paperwork and mandatory tasks.			

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"Proactive" is the highest level of onboarding maturity.