



Onboarding Best Practices – Tech Check List

You know the power of technology to drive your employee onboarding plan. Now it's time to plan your next steps. Mark the action items that would have the greatest impact on your company based on your strategic business plan.

Compliance	<p>Best practice #1: Get the basics completed.</p> <ul style="list-style-type: none"><input type="checkbox"/> Automated messaging that gets pre-hire paperwork to new hires.<input type="checkbox"/> Software integrations communicate instructions and mandatory tasks.<input type="checkbox"/> Task completion by new hires and onboarding stakeholders is automatically tracked. <p>IMPACT AREA: TIME TO PRODUCTIVITY</p>
Clarification	<p>Best practice #2: Clear objectives, roles, and responsibilities.</p> <ul style="list-style-type: none"><input type="checkbox"/> Personalized onboarding access portal with information, forms, activities, to-do lists, maps, and photos of team members.<input type="checkbox"/> Store and access information with onboarding software. <p>IMPACT AREA: IMPROVED ACCURACY</p>
Confidence	<p>Best practice #3: Take an employee-centric approach.</p> <ul style="list-style-type: none"><input type="checkbox"/> Share resources with employees using integrated messaging software to help prepare for check-ins such as surveys, messaging, and task lists.<input type="checkbox"/> Automatically communicate important information with pre-formatted messages. Such as organizational hierarchy, contact info, and FAQ's. <p>IMPACT AREA: EMPLOYEE RETENTION</p>
Connection	<p>Best practice #4: Make the first day and weeks on the job special.</p> <ul style="list-style-type: none"><input type="checkbox"/> Seamlessly facilitate welcome messages, having managers assign mentors and buddies to new employees, and making introductions.<input type="checkbox"/> Assign, facilitate, and track key stakeholder meetings with new employees for specific time guidelines (e.g., "Meet with Barbara in Finance within your first 30 days"). <p>IMPACT AREA: EMPLOYEE ENGAGEMENT</p>
Culture	<p>Best practice #5: Engage stakeholders in planning.</p> <ul style="list-style-type: none"><input type="checkbox"/> Align new employees with the culture through messaging and resources delivered through integrated communication channels.<input type="checkbox"/> Share about the company history, major employee events, and company "wins". <p>IMPACT AREA: ENGAGED MANAGERS</p>
Checkback	<p>Best practice #6: Use milestones to check in.</p> <ul style="list-style-type: none"><input type="checkbox"/> Set up automatic check-ins with new hires and onboarding stakeholders. Key points: 30, 60, 90, and 120 days on the job, and up to one year after being onboarded. <p>IMPACT AREA: OPTIMUM PERFORMANCE</p>

Employee onboarding software solutions are not 'one size fits all'. Considerations include your industry, number of employees hired per year, and the workplace culture you want to cultivate. Book a time with our onboarding experts to help determine your needs and best options.

[Click here to book a time](#)