

Employee Onboarding Fundamentals



- Onboarding is a strategic HR process, not a one-day event



- Orientation is short; onboarding is an extended, personalized integration



- Differences include scope, timeline, ownership, and outcomes



- Course provides frameworks, evidence, templates, and practical next steps



- Built for HR, managers, L&D, and startup operations teams

The Business Case for Better Onboarding



- Onboarding quality drives retention, productivity, engagement, and employer brand



- 20% of turnover occurs in the first 45 days; 33% within 90 days



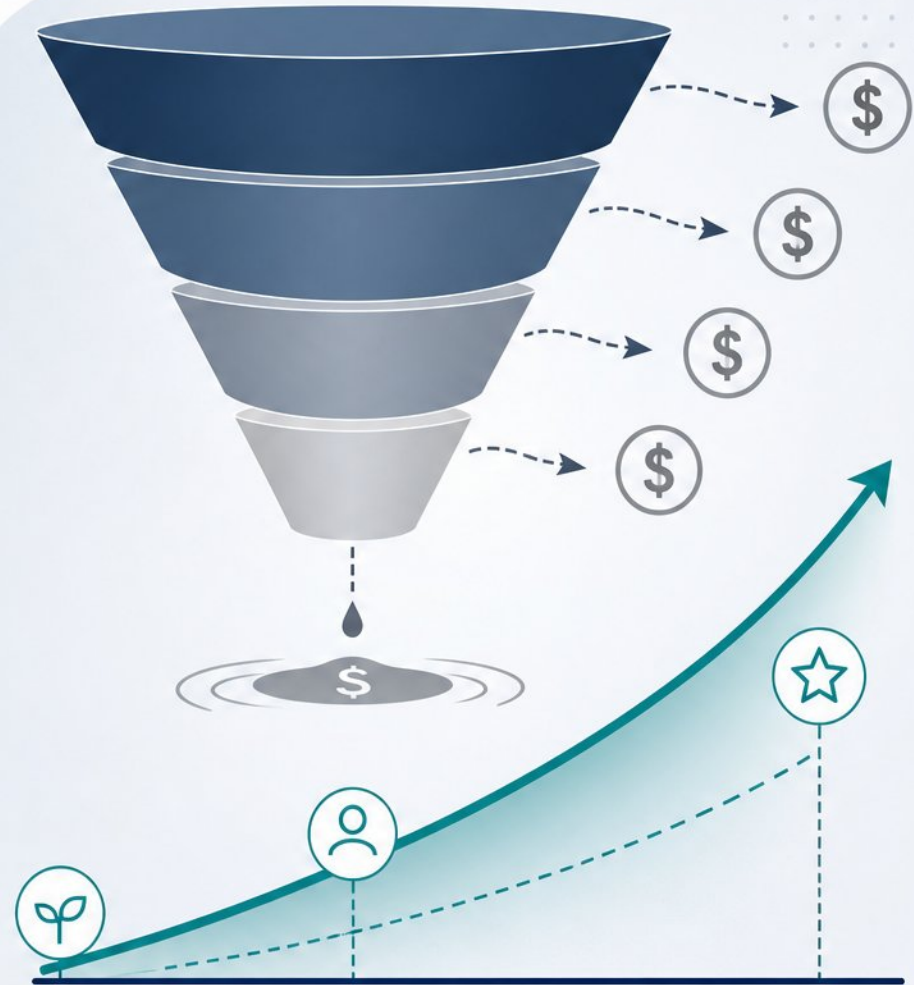
- Structured onboarding can improve first-year retention by up to 50–82%



- Failure costs include replacement expense and prolonged ramp-up time



- Frame the case for leaders in terms of speed, cost, and team confidence



What Current Data Tells Us About New Hires



- **73%** report satisfaction, but **39%** have second thoughts



- **42%** feel overwhelmed by information overload



- **31%** lack meaningful interactions during onboarding



- Hybrid onboarding outperforms remote and in-person models



- Only **12%** say their organization does onboarding well

Onboarding vs. Orientation

- ✓ **Orientation:** short, standardized introduction to policies, paperwork, and logistics
- ✓ **Onboarding:** extended, personalized integration lasting 90 days to a year
- ✓ Orientation helps employees start; onboarding helps them succeed
- ✓ **Common mistake:** treating orientation as the entire onboarding experience
- ✓ Separating them clarifies ownership, timing, and intended outcomes

ORIENTATION

Short, standardized introduction

DAY ONE

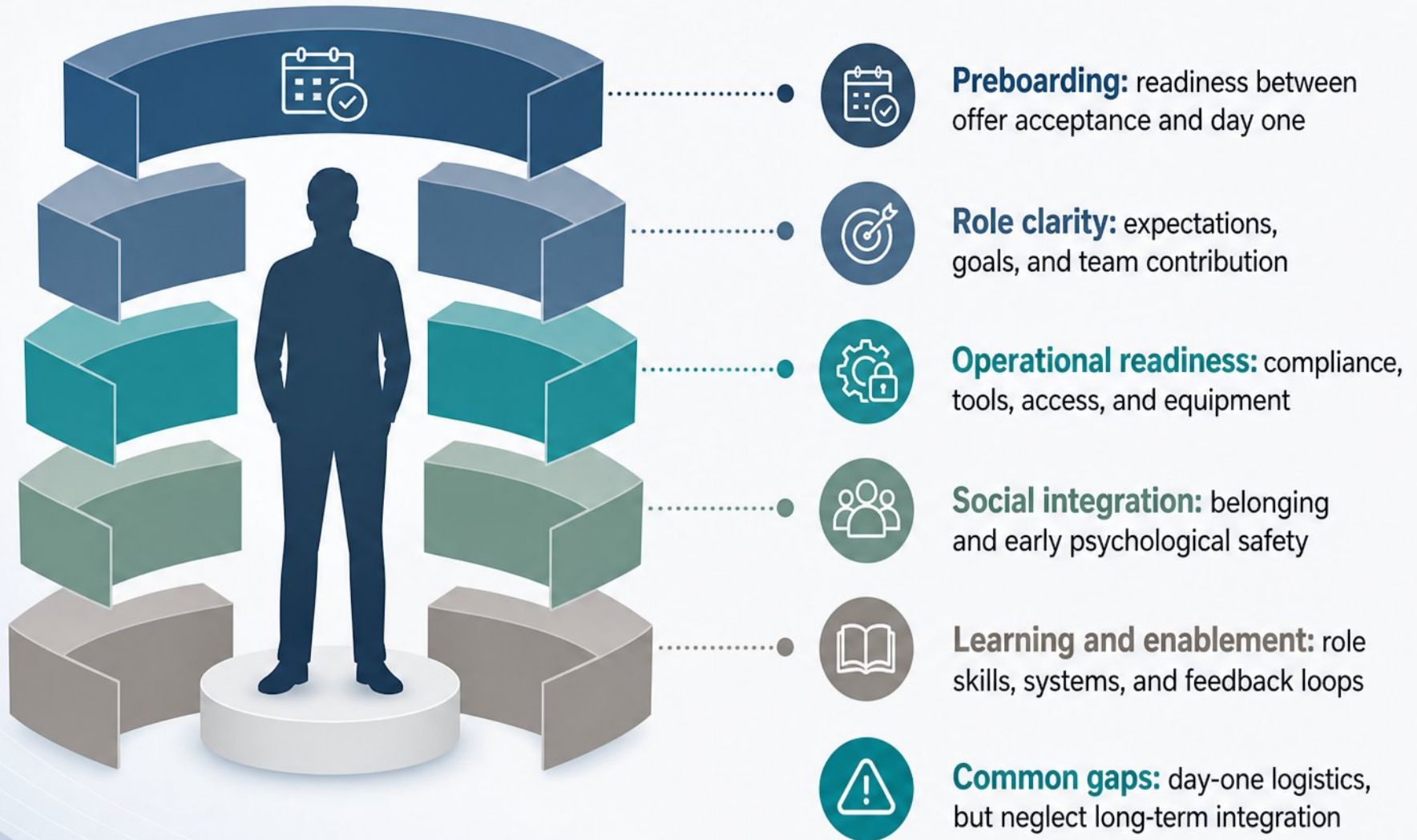
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ONBOARDING

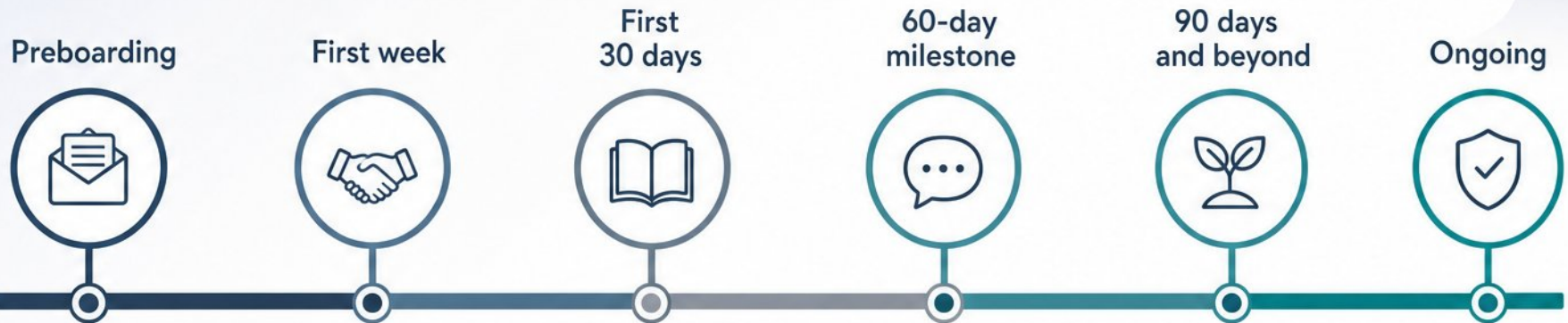
Extended, personalized integration lasting 90 days to a year



Core Components of Effective Onboarding



The Onboarding Timeline



- ✓ Preboarding: engagement and readiness before day one
- ✓ First week: connection, orientation, and operational readiness
- ✓ First 30 days: role clarity, foundational learning, and early wins
- ✓ 60-day milestone: feedback, course correction, and deeper contribution
- ✓ 90 days and beyond: transition from onboarding to performance and development
- ✓ Recognize when a new hire is falling behind and intervene early

Roles and Responsibilities



- **HR:** logistics, compliance, system access, and program coordination
- **People managers:** expectations, feedback, coaching, and ongoing check-ins
- **L&D:** role-specific training paths and skill development
- **Buddy/mentor:** daily support, social integration, and safe questions
- **Clear handoffs** between recruiting, HR, IT, and managers

Designing a Structured Onboarding Program



- Build a repeatable framework while allowing for personalization



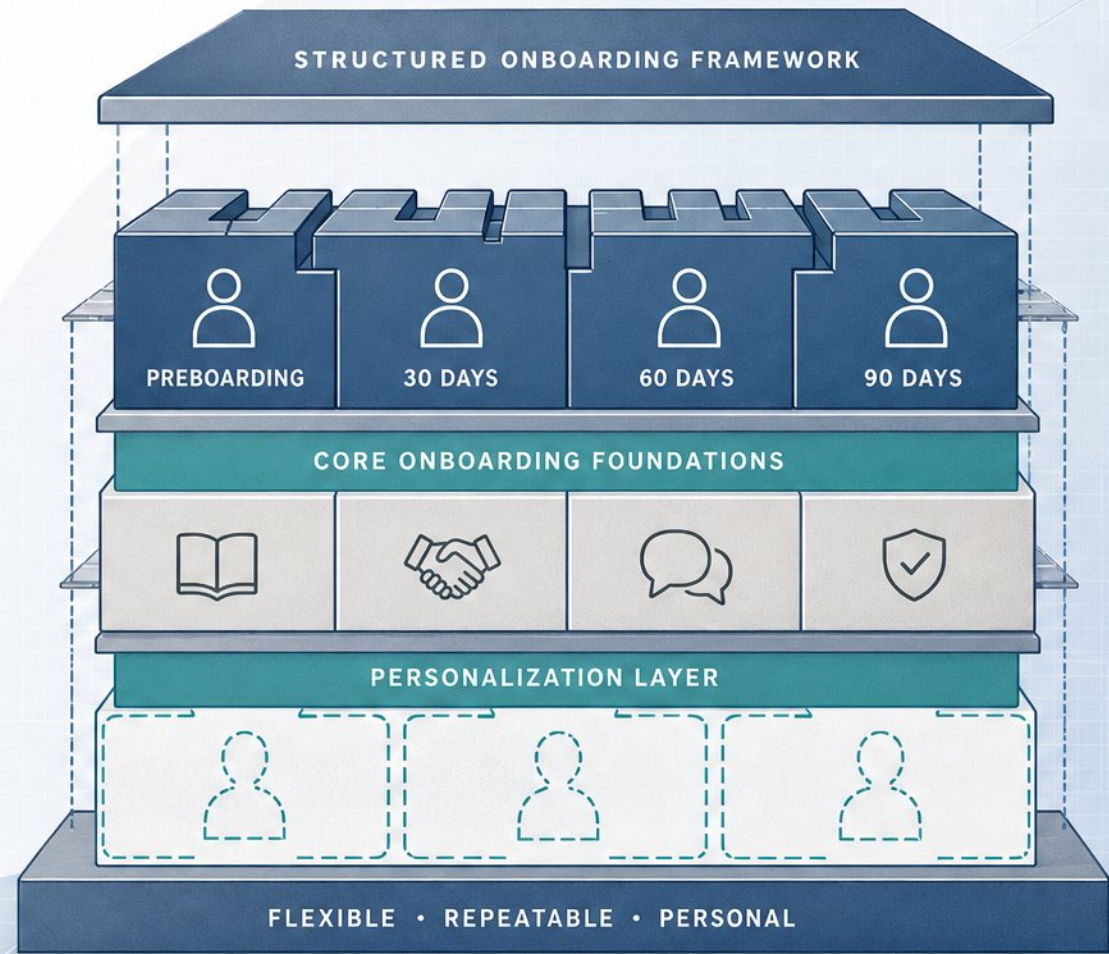
- Phase content and milestones across preboarding, 30, 60, and 90 days



- Use templates, checklists, and automation to reduce administrative load



- Balance standardized content with role-specific and manager-led elements



Creating Connection in Hybrid and Remote Teams



- Replace informal hallway chats with structured, scheduled connection points



- Assign onboarding buddies and peer cohorts to build early relationships



- Use Slack or Teams deliberately: share channel maps and etiquette norms



- Schedule intentional social touchpoints without creating meeting fatigue



- Use in-person moments for relationship building when possible



Avoiding Information Overload



- 42% of new hires feel overwhelmed by onboarding content



- Prioritize role-critical info over exhaustive documents



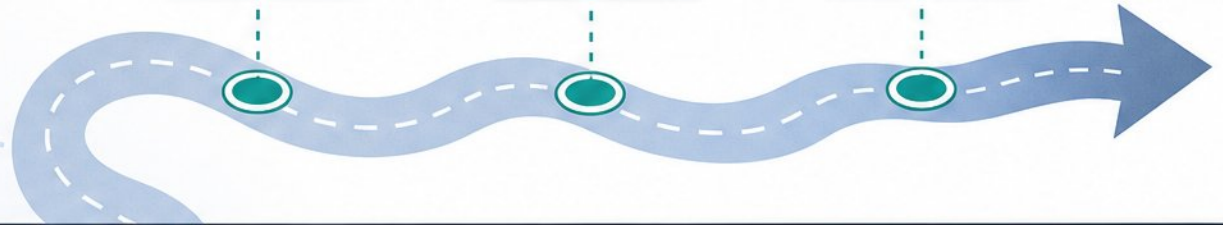
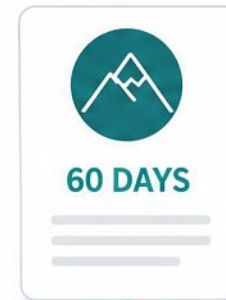
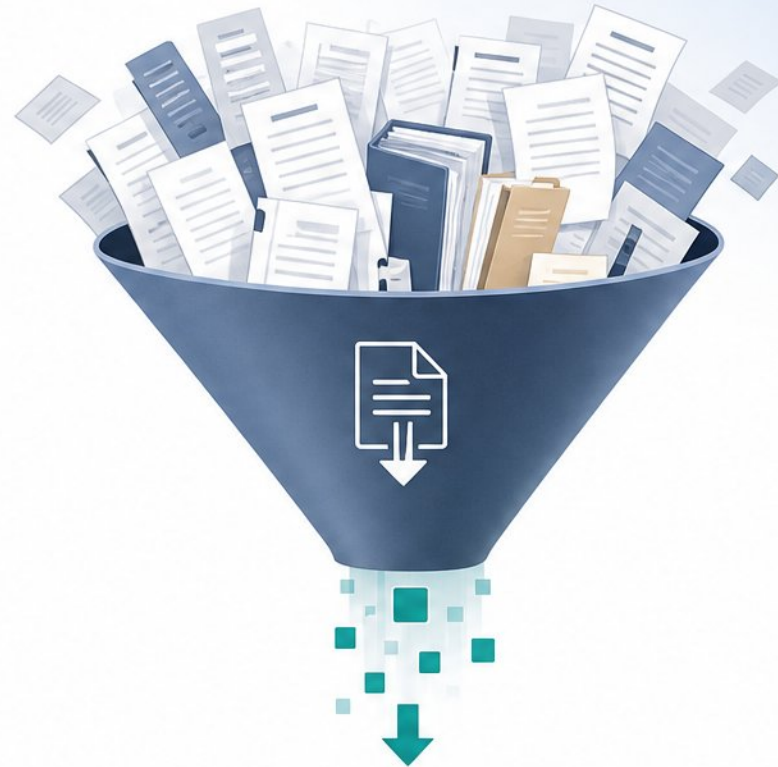
- Space content across 30/60/90 days, not all at once



- Short explainers and microlearning improve retention



- Reduce day-one paperwork to make it feel welcoming



Measurement and Feedback



- Track five core KPIs: time-to-productivity, retention, completion, cost, and capacity



- Monitor 90-day retention as a leading indicator of onboarding quality



- Survey new hires at days 7, 30, 60, and 90 to pinpoint gaps



- Use manager support scores and time-to-first-contribution as early warning signals



- Convert feedback into iterative improvements without overreacting to small samples



TIME-TO-PRODUCTIVITY



90-DAY RETENTION



SURVEY PULSE



Common Mistakes and How to Avoid Them



- Don't stop at orientation;
plan 90+ days of integration



Plan long-term:
design 90+ days
of integration.



- Avoid information overload:
42% of hires feel overwhelmed



Prioritize and space
information; focus on
what matters most.



- 39% have second thoughts;
requires active manager check-ins



Managers: check in
regularly and address
concerns early.



- Preboarding matters: engage
between offer and day one



Create preboarding
touchpoints to build
engagement early.



- Build connection: 31% lack
meaningful interactions,
especially Gen Z



Foster meaningful
relationships and
peer connections.

Adapting Onboarding for Different Contexts



- ICs, managers, and executives need different depth and sponsorship



- Startups: lightweight but structured systems for speed and limited HR



- Established orgs: align with existing processes and cross-functional coordination



- Compliance-heavy roles: add legal, safety, and certification requirements



- Global teams: time zones, languages, cultural norms, local compliance

Different audiences need different depth and support



Individual Contributors (ICs)

Essential depth



Managers

Moderate depth



Executives

Strategic depth



Executive Sponsors

High sponsorship

Lower depth
Lower support



Higher depth
Higher support

Action Plan and Next Steps



- Assess current onboarding maturity with a simple self-assessment



- Select one high-impact improvement to implement first



- Create a feedback loop with the next new hire cohort



- Use available templates, checklists, and measurement tools immediately



- Define actions for HR, managers, L&D, and startup operations

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