

# RECOMMENDED ONBOARDING SCHEDULE

## Pre-boarding

- Call the candidate to offer the job and negotiate terms where applicable
- Send a letter of offer with agreed terms and welcoming the new employee
- Prepare new employee's schedule
- Assign the new employee a buddy and/or a mentor
- Schedule training sessions for the onboarding period

## Onboarding - Day 1

- Organise a tour of the company
- Talk the new colleague through the company culture
- Introduce team members, the buddy and/or mentor
- Ensure they have received all IT and administration related items, equipment, and anything else that is needed to perform the role

## Onboarding - Week 1

- Follow up on any questions the employee may have
- Ask new employee about their experience of the first week at the workplace
- Talk to the employee's buddy and/or mentor about their first week
- Discuss immediate and future training requirements

## Onboarding - First 3 months

- Assess performance and progress of the new employee
- Complete initial training and prepare for future training
- Increase responsibilities based on experience and newly acquired knowledge
- Define short-term and long-term goals
- Assess employee's performance and consider their possible career path in the company

## Onboarding - First 6 months

- Review short-term and long-term goals
- Complete a 6-month performance review
- Ensure employees fit the work culture

## Onboarding - First Year

- Review performance
- Review training needs and prepare a new training plan if needed
- Revisit short-term and long-term goals and discuss their career path in the company

SCAN THE QR CODE TO DOWNLOAD THE FULL RESOURCES



Co-funded by  
the European Union

"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein." Project Number: 2020-1-AT01-KA202-077993