

Onboarding Plan

0-90 Day Onboarding Plan

Onboarding refers to the process of acclimating our new employees to Seven Hills Foundation. Regardless of the position, program and prior experience and background of our new employees, the onboarding plan will orient new employees to the organization, our structure, mission, vision, and our values. Effective employee onboarding will ensure that our new employees feel welcome and prepared, and will increase the retention rate. In addition, it will help to realize increased productivity from the employee's first day on the job, build loyalty and engagement, and ensure the employee clearly understands job expectations.

OBJECTIVES:

This onboarding plan outlines all responsibilities for day 0–90. However, onboarding should not end there. This plan will provide supervisors with a list of tasks to be completed and their responsibilities throughout the onboarding process. Throughout the employee's first year of employment, HR and supervisors should aspire to continue to support and orient the employee to the position, program, and organization. Consequently, the new employee will:

- ▶ Feel welcomed to the organization
- ▶ Understand his/her job responsibilities and expectations
- ▶ Be empowered to contribute immediately
- ▶ Become better acclimated to the team and the organization
- ▶ Fully understand all training requirements
- ▶ Complete a development plan and actively participate in regular support sessions
- ▶ Learn about the history and culture of the organization
- ▶ Develop a network of peers and support structure
- ▶ Understand the diversity of staff and services offered by the organization
- ▶ Recommend Seven Hills Foundation as an Employer of Choice

PHASES: The Onboarding Plan is divided in 4 phases:

- ① Plan and prepare for your new team member
- ② Orientation to Seven Hills Foundation, the program, and team
- ③ Getting to know your new employee
- ④ Helping achieve excellence

Onboarding Plan • Success Factors

Factors	Explanation	Key Activities
Plan & Prepare	Prepare for your new employee's arrival by completing all the necessary tasks to ensure the employee feels welcomed on day one.	<ul style="list-style-type: none"> ▶ Complete essential Admin Activities (Payroll Action Form, New Hire Letter, Close Position Requisition) ▶ Register employee for orientation ▶ Notify HR (Pre-employment Screenings, Paperwork) ▶ Notify IT (Email, Computer, Cell Phone) ▶ Inform others on the team, your supervisor and others with need to know ▶ Review your 0-90 Day Onboarding Plan and fill in the blanks ▶ Identify an onboarding partner, preferably at program site
Gather the Tools	Within the first week, gather the tools the new employee needs to do their jobs and ensure that they have completed their HR-related tasks.	<ul style="list-style-type: none"> ▶ New employee attends orientation ▶ New employee completes HR paperwork ▶ Employee is scheduled for core trainings and is aware of all dates ▶ Onsite orientation completed
Understands job responsibilities, roles and program	Within the first week, the employee is provided with a detailed description of job responsibilities, a description of his/her role in the program and the organization, and an overview of the program.	<ul style="list-style-type: none"> ▶ Review job description and team structure ▶ Review organizational structure, affiliate structure & programs ▶ Where do you fit in? ▶ Communicate expectations to employee ▶ Review Performance Evaluation Standards ▶ Prepare list of stakeholders employee should meet with during first few weeks of employment (Peers, Direct Reports, Senior Leadership, HR, external stakeholders)
Get to know each other & Network Development	Within the first month, take time to get to know your new employee. Employee is also given the opportunity to connect with team, peers and other stakeholders.	<ul style="list-style-type: none"> ▶ Introduce new employee to team ▶ Arrange for opportunity to meet management team ▶ Email stakeholders introducing new employee and facilitate opportunity for new employee to meet with other stakeholders ▶ Welcome new employee at staff meeting
Learning the Culture	Employee is provided with overview of organizational culture and structure.	<ul style="list-style-type: none"> ▶ Mission and Values ▶ Orientation ▶ Provide overview of organizational structure, affiliate and program

Onboarding Plan • Success Factors



General Timeline

This plan provides a means for making sure a supervisor, employee and others can complete all tasks necessary for effective onboarding. Below is an overview of the timeline and tasks to be completed within each 30-day segment.

Before the 1 st Day of Employment	Within the first 30 Days	Within the first 60 Days	Within the first 90 Days
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> HR/hiring manager to send letter to New Hire including orientation schedule, directions, job description, organizational chart, staff listing of HR members, Senior Leadership listing, and info regarding orientation week including the format of orientation style (classroom setting) <input checked="" type="checkbox"/> Hiring Manager will call new hire within one week of orientation, when appropriate, to make sure time is set, go over attire, where to park, discuss how lunch is handled, and answer questions <input checked="" type="checkbox"/> PAF completed <input checked="" type="checkbox"/> Supervisor to set up workstation, if applicable <input checked="" type="checkbox"/> Supervisor to assign onboarding "Mentor"* <input checked="" type="checkbox"/> New employee is given a tour before first day of employment if he/she is interested 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> President/CEO to send welcome email to new employee <input checked="" type="checkbox"/> Attend new hire orientation, fill out all employment paperwork <input checked="" type="checkbox"/> Meet "Mentor" <input checked="" type="checkbox"/> Meet supervisor, and establish goals & expectations of both parties <input checked="" type="checkbox"/> Tour of work locations <input checked="" type="checkbox"/> Employee learns how to utilize HR & Corporate college resources <input checked="" type="checkbox"/> Receive initial assignments <input checked="" type="checkbox"/> Prepare list of stakeholders employee should meet with during first few weeks of employment (Peers, Direct Reports, Senior Leadership, HR, external stakeholders) <input checked="" type="checkbox"/> Review job description, professional, and organizational standards <input checked="" type="checkbox"/> Review Timesheets, payroll info, ePay, Seven Hills email 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employee should be integrated to team <input checked="" type="checkbox"/> Completed trainings <input checked="" type="checkbox"/> Support session with supervisor (monthly) <input checked="" type="checkbox"/> Supervisor in contact with HR regarding performance, if necessary <input checked="" type="checkbox"/> Employee begins taking initiatives 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Documentation of employee progress sent to HR (if there is a problem) <input checked="" type="checkbox"/> Support session with supervisor (monthly) <input checked="" type="checkbox"/> Orientation survey sent by Corporate College <input checked="" type="checkbox"/> Review training progress

*For purposes of this onboarding plan a "Mentor" is defined as a trusted guide or more experienced staff member who can serve as a role model and resource for the new employee.

