You have just offered an individual a role within your business.

Onboarding is the activity of integrating new starters into your business and helping to familiarise them with your goals and processes.

Onboarding only applies to candidates who were given an offer for a job and has accepted either formally or informally.

Has the candidate accepted a job offer?

End of procedure

Prepare the onboarding plan to introduce them to your:

* Company policies and culture (such as your holiday days and dress code).
* Terms and conditions of their employment.
* Regular duties and responsibilities.
* The location where they will work.

This may include an induction stage and introduction to daily life at your business. You can include a:

* General introduction to your business—including a guided tour, maybe virtually.
* Check through your employee handbook.
* Run through your policies and procedures.
* Introduction to colleagues.
* Health and safety run-through.

Are you aware of the onboarding steps you can take?

Double-check them to ensure you have everything covered for the new starter’s specific role.

Once the new starter is familiar with everything they need to know and has been given the opportunity to ask questions, the onboarding process can end.

Is the employee aware of everything they need to know?

End of procedure

Extend the process. Consider if there are additional areas that could be covered as part of the onboarding process, such as discrimination policies or content in relation to their role.

The process can end.

Have you factored in the coronavirus?

End of procedure

If employees are starting in the office, it is important that they are shown the Covid-secure measures that have been put into place. Employers should do this as soon as possible.

Ensure you have done the following:

* Make a digital introduction to the rest of your workforce—you can do this with a company-wide email.
* Setup the employee with communication tools, so they can have real-time conversations with their colleagues.
* Provide training for the systems, tools, and resources that your business uses.
* Provide business transparency on expectations and the policies you have.
* Ask a colleague in a similar role to mentor them through the early weeks of the job.
* Check up on the new starter every other day to make sure they are settling in well.

Did you implement a virtual onboarding process due to coronavirus?

Follow the usual onboarding process as normal but with Covid-secure measures in place. You can ask for feedback on the process from the new starter.

End of procedure

End of procedure