

7.6: 5 Stages of Employee Onboarding

Stages of Employee Onboarding

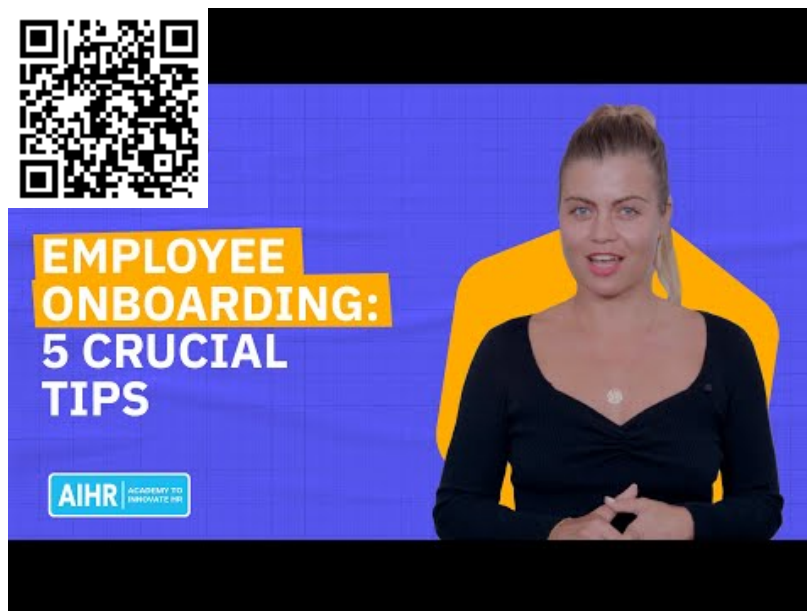
The onboarding period starts as soon as a candidate signs their offer letter and ends when the employee can autonomously do the job you hired them to do.

The period between signing the offer letter and the first day in the office is known as the pre-boarding period. While pre-boarding is sometimes considered a separate process, we'll look at it as a part of the wider employee onboarding in this article.

There are multiple opinions as to what the stages of employee onboarding are.

We have determined five key stages:

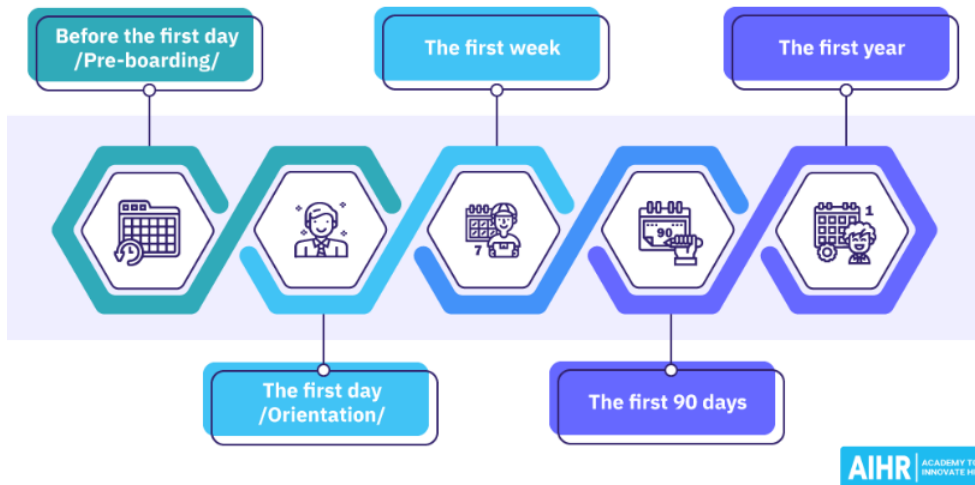
1. Before the first day (pre-boarding)
2. The first day (orientation)
3. The first week
4. The first 90 days
5. The end of the first year



Additional tips:

1. Align the job description and the onboarding plan.
2. Create effective onboarding workflows.
3. Use onboarding checklists.
4. Ensure consistency.
5. Communicate.
6. Bring in organizational cultures and values.
7. Evaluate

Employee Onboarding: The Stages



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