

Onboarding & Integration – Lifecycle Practice #2

This checklist is a guideline to evaluate your current Onboarding practices and identify any opportunities for process improvement.

Evaluate Onboarding Practices

Administrative

- New Hire Checklist
- Orientation Schedule
- Handbook
- Introductions
- Facility Tour

Company & Tribal Culture

- Vision, Mission, Values
- Organizational Charts
- Mentoring Program

Job Support

- Job Responsibilities
- Processes
- Technology & Tools
- Additional Resources
- Mentor/Peer Connection

Manager Involvement

- Set Expectations
- Set Goals
- Coaching and Feedback
- Communication
- Testing Resources

Schedule

- New Hire Check-In: One Week, One Month, Two Months
- Onboarding Feedback Request