

The Onboarding Blueprint: Your First 90 Days to Employee Success

"69% of employees are more likely to stay with a company for three years if they had a great onboarding experience."— SHRM

The Employee Experience begins as soon as a candidate expresses interest in working for your company. With that in mind, a thoughtful and seamless Onboarding experience is one of the most powerful ways to create and boost engagement and retention from Day One. In this guide, HR Media & Co. outlines the essential tools, timelines, and strategies to set you and your New Hires up for long-term success and retention.

Why Onboarding Is Make-or-Break:

The first 90 days are critical! Most New Hires decide within the Onboarding and Orientation process whether the role and/or company is a good fit. During their first two weeks of employment, most New Hires decide whether to stay or decline moving forward with the company and go back to searching for a new job in a company that is more aligned with their career goals and workplace culture of choice.

Onboarding is more than paperwork; it's an experience that signals your company's culture, connection, care, and clarity.



30-60-90 Day Onboarding Checklist:

Days 1-30

- ☐ Welcome New Hire
- ☐ Assign Onboarding Buddy
- ☐ Meet & Greet with Team i.e. Lunch with Team or Coffee Chat
- ☐ Conduct New Hire Trainings
- ☐ Offer On the Job Training for New Hire's New Role
- ☐ Role Clarity & Expectations with Direct Supervisor
- ☐ Mini Stay Interview with HR
- ☐ Direct Supervisor conduct Bi-weekly Check Ins with New Hire

Days 30-60

- ☐ Ensure New Hire takes ownership of regular job tasks and processes
- ☐ New Hire and Direct Supervisor revisit Role Clarity, Expectations, and Goals (Update if Necessary)
- ☐ Plan Personal Development Goals
- ☐ Offer Learning & Development opportunities
- ☐ Check in with Onboarding Buddy
- ☐ Encourage New Hire to attend a company event i.e. Lunch & Learn
- ☐ Get employee experience feedback from New Hire



Days 60-90

- ☐ Discuss Wins, Strengths, and Noteworthy Contributions
- ☐ Address Challenges and Skill Gaps
- ☐ Check on Sense of Belonging
- ☐ Create New Hire Career Map
- ☐ Celebrate 90 day milestone
- ☐ Direct Supervisor conduct Initial Performance Review
- ☐ Invite New Hire to Self Assess their performance in their first 90 days

Virtual Onboarding Tips:

✓ Send the Final Signed Offer Letter with Confirmed Start Date & other Onboarding Documents two weeks prior to confirmed Onboarding Date

Go over the required documents with New Hires i.e. Tax forms, Benefit Enrollment forms, and Payroll forms

Show a Company Welcome Video during Onboarding

Assign an Onboarding Buddy to each New Hire

✓ Use Collab tools i.e. Slack and Teams to keep New Hires engaged with HR



In-Person Onboarding Tips:

✓ **Make the New Hires Feel Welcome! Welcome! Welcome!** This step can't be overstated: First Impressions Matter! It is critical to make sure New Hires feel welcome and supported

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Have a clean, organized, and welcoming workspace ready

Work with IT ahead of time to coordinate tech setup, i.e., phone, computer, email setup, software, etc. all equipment and materials should be ready for immediate use

Include a Physical Welcome Kit, Company Swag, Merch, and Onboarding Documents that need to be completed and signed

Offer a tour of the office and introduce staff

Culture Integration Checklist:

✓ Welcome message from the CEO and Senior Leaders (This can be incorporated in the Welcome Video)



✔ Introduce the Company Vision, Values, and Mission (This can be incorporated in the Welcome Video as well)

✔ Send an email blast to All Staff welcoming and introducing New Hires of the Month & Promotions

Let HR Media & Co. turn your Onboarding into a Retention Strategy. We Care About Your People & Success. Share your goals and pain points- we'll design a custom Onboarding Strategy that Fits Your Needs.

🎯 **Let's Build Your New Onboarding**