

# Onboarding is a process, not a point in time.

Successful onboarding starts before your new employee clocks in and continues even after you have processed their I-9.

The goal is to help the employee become a fully engaged member of the team and the company, and that takes more than a day or two.

While the exact steps and timing will vary in your organization, here's what an ideal onboarding experience can look like.

## Before Day 1

- ✔ Ensure all equipment is ready for the employee, either on-site or in their remote location. This includes any company swag or gifts.
- ✔ Begin HR paperwork process.



## Day 1

- ✔ Employee completes HR paperwork, provides legal documents and receives and signs the handbook.
- ✔ All technology and tools are working.



## Week 1

- ✔ Regular meetings with manager and team established.
- ✔ Employee completes any necessary training like sexual harassment training.
- ✔ Employee completes any company and culture training.



## Month 1

- ✔ Employee has basic training on all necessary company tools and technology as well as job-related processes and tools.
- ✔ Employee and manager establish goals.
- ✔ HR check-in with employee.



## Month 3

- ✔ Manager does 90-day check-in.
- ✔ HR does 90-day check-in.
- ✔ Employee is assigned any additional training or learning.



## Month 6

- ✔ Manager does 6-month check-in; goals are validated or adjusted.
- ✔ Employee is assigned any additional training or learning.
- ✔ HR does 6-month check-in.



## Month 12

- ✔ Final formal HR check-in.
- ✔ First annual performance evaluation, including career development discussion.
- ✔ Employee and manager review and update goals.



When done correctly, onboarding can help new employees feel welcomed, increase their speed to productivity and support engagement. Help people get up to speed and gain momentum with an effective strategy powered by a cloud-based [onboarding](#) solution.

[Arcoro](#) combines proven HR software solutions to help businesses address their workforce needs. Easy-to-use, cloud-based HR software and services are available in integrated modules that serve companies' unique needs, enabling small to midsize organizations to scale and grow effectively and efficiently.