**Onboarding Best Practices**

The onboarding process will vary depending on the employee’s role and the size and needs of a business. For instance, executives may have different onboarding experiences than hourly employees because of their responsibilities and expectations. However, there are general best practices to help create an effective program. Here is a checklist of [basic onboarding practices](https://www.smartsheet.com/employee-onboarding-processes-plans-best-practices-flowcharts):

* **Begin before the starting day:** As mentioned above, consider recruitment and hiring as part of the onboarding process, and make sure that someone is available to answer any of the candidate’s questions. Even company branding can influence onboarding by presenting job applicants with a consistent message about what the company represents and the kind of work experience they can expect.
* **HR processes:** All employees need to be adequately informed about benefits, policies, and emergency procedures. They should be given security access if applicable, and any administrative procedures should be taken care of within the first week of employment.
* **Get to know the office:** Help acquaint new employees with the office layout on the first day. Include the broader company culture and goals, as well as informal social norms.
* **Tools and equipment:** Having this set up as early as possible will help get employees up to speed with fully functional workstations and mobile devices when they start on the first day.
* **Build contacts:** Welcoming a new employee includes meeting the team, setting up lunches from the first day, arranging meetings with relevant stakeholders, and generally building networks.
* **Learn the job:** Depending on the position, role requirements and expectations should be as explicit as possible. Having clarity can boost a new employee’s confidence and help them reach milestones sooner.
* **Evaluation:** Measure the employee’s onboarding experience by getting their feedback and assessing their performance during the program. This will help you determine the success of your onboarding process so that adjustments can be made as needed.

Creating an onboarding checklist provides an outline to follow, ensuring that each stage of the program has been completed. Documenting the process minimizes the chance that something important will be missed, and ensures compliance with company procedures.