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|  |  | ABC corporations23.10.2024 |  | | |
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|  |  | Post onboarding  Schedule | |  | |
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|  | **Objective:** To ensure continuous support and development for new employees after their initial integration, helping them further adapt, refine their skills, and stay engaged. It also aims to gather feedback, address any challenges, and ensure long-term success and retention.  **Mentor Assignment (1 Hour)**:   * Assign each new employee to a mentor within their department. * Mentoring will help them get accustomed to the work environment, address any queries, and provide guidance for the first 2-3 months. * Review of specific job processes and how to handle day-to-day tasks.   **Training and Skill Development (Full-Day)**:   * Schedule technical or role-based training sessions (e.g., for software, tools, or processes they’ll use). * Assess the training needs and ensure they are given relevant resources or manuals.   **Personalized 30-60-90 Day Plans:**   * Provide a tailored 30-60-90-day plan for each new employee, outlining clear goals, learning milestones, and success metrics for their first three months. * Make sure these plans are discussed and regularly updated with their manager. * Initial performance review to discuss progress and set goals.   **Learning and Development Credits:**   * Offer learning credits or personalized access to platforms like LinkedIn Learning, Coursera, or other industry-specific training resources, so employees can continue to upskill in areas they find interesting.   **Team Building Activity and Hands on Training:**   * A small interactive session for ice-breaking and building camaraderie with existing team members. * Gradual transition to independent work with mentor support. * Assignment of small, manageable tasks or projects to help the employee get comfortable with their responsibilities. * Regular check-ins with the mentor and immediate supervisor for feedback.   **One-on-One Meeting with Manager**   * Feedback on the initial tasks, discussing areas of improvement and strengths. * Opportunity for the new employee to raise any concerns or ask additional questions.   **Onboarding Feedback Loop (Regular Surveys):**   * Implement a structured feedback process during the first 90 days with quick surveys at regular intervals (e.g., after Day 7, Day 30, Day 60). * HR collects feedback from the new employee on their experience during onboarding. * This helps HR and managers capture feedback on their onboarding experience and improve future programs.   **Onboarding Milestone Celebrations:**   * Celebrate milestones (e.g., after completing their first month, first project, etc.) with a virtual or in-person celebration. * This can include a public shout-out during team meetings or small perks (e.g., a personalized congratulatory email from leadership). | | | |  |