1. **What is onboarding and what are its goals?**

Onboarding is a process of adding new employee or new hires into an organization easily and effectively. It doesn’t only involves attending orientation or filling out paperwork, but it also involves process to help new employee, comfortably set up their job and get up to speed on their jobs and become a productive member of the team and company culture as well.

Some major goals of onboarding would be to reach certain milestones. Onboarding would mainly start with the orientation of the new hire then clarifying role and responsibility, social integrations. Once this is completed then next focus would be on skill developments, work engagements and feedback of their work.

**3. What are IT’s responsibilities in the onboarding process?**

IT plays vital role in making sure new hires have a smooth and productive onboarding experience. Some responsibilities of IT team during an onboarding process would be:

1) Setting up new hire account, system, and network connections.

2) Setting up new hire person’s desk, cubical or if need room as well.

3) Make new ID Badge for new hire.

4) Setting up new hire mobile phone.

5) Setting up everything what that position or new hire needed for technology related.

**4.** **What are the five keys to a well-organized onboarding experience?**

The five keys to a well-organized onboarding experience are down below:

1. Induct: This means providing new hires with all the information they need to know about the company, its culture, and their role. This includes things like the company's history, mission statement, values, and benefits.
2. Integrate: This means helping new hires feel like part of the team. This can be done by introducing them to their colleagues, having them participate in team-building activities, and assigning them a mentor.
3. Provide a detailed job description: This means giving new hires a clear understanding of what their job is and what is expected of them. This should include things like their responsibilities, goals, and performance metrics.
4. Create a sense of belonging: This means making new hires feel welcome and valued. This can be done by things like having a buddy system, providing them with opportunities to socialize with their colleagues, and giving them positive feedback.
5. Set short-term objectives: This means giving new hires some small, achievable goals to work on in their first few weeks or months. This will help them to feel successful and engaged in their new role.

(Work Cited from [Gethppy](https://gethppy.com/employeerecognition/5-keys-to-the-perfect-onboarding))

**7. How is onboarding coordinated in small, medium, and large organizations?**

The fundamental process of onboarding is the same but depending on the company size and culture it is different from one company to other or from small to big corporates. In smaller organizations, onboarding may be more personalized. Managers and colleagues may play direct roles, and orientation tends to be informal, fostering close interactions. Hands-on training is emphasized, enabling new hires to quickly immerse themselves in their roles. Medium-sized organizations implement more structured programs, combining formal orientations, training modules, and mentorship initiatives. Departmental involvement is key, with HR handling administrative tasks and team members contributing to role-specific training. Technology integration becomes more prevalent, streamlining paperwork and communication processes. Large organizations, with centralized onboarding teams, feature formal training programs, often utilizing advanced technology platforms such as learning management systems. Specialized roles emerge, including onboarding coordinators and mentors, ensuring a comprehensive and standardized approach. Global considerations may arise in large multinational corporations, adding layers like cultural training and coordination with international teams. Despite these differences, successful onboarding universally hinges on clear communication, transparent expectations, and a balanced blend of standardized procedures and adaptability to individual needs.

Reference:

1. <https://gethppy.com/employeerecognition/5-keys-to-the-perfect-onboarding>
2. <https://www.smartonboarding.com/post/onboarding-new-employees-in-a-small-and-medium-sized-business-world>