Manager's Guide to the **Onboarding Cycle**

1 Before the Start Date

Communicate with your new employee before their start date. Include an outline of their first day tasks, but also the work location, the reporting time, and where to park.

2 First Day

Welcome your employee and introduce them to their team and work environment. Assist them with getting their ID Badge and parking permit if applicable. Identify a mentor or onboarding partner to assist the new employee.

3 New Employee Orientation

Communicate with your new employee before their start date. Include an outline of their first day tasks, but also the work location, the reporting time, and where to park.

4 First Week

Assist your new employee build their knowledge of internal processes and performance expectations. Provide information about the department and organization so that they understand the purpose, values, goals, and initiatives.

5 First Month

Make employee aware of performance expectations and responsibilities. Ensure employee is signed up for all required training. Meet with the employee to provide feedback and observations.

6 First 3 Months

Provide coaching and support for the new employee. Identify the strengths, weaknesses, opportunities and challenges that lie ahead. It's important for employees to focus their goals on enhancing their contributions.

7 First 6 Months

Assist the new hire focus on using the knowledge and experience gained in their first 60 days to appropriately and effectively contribute to their team.

8 First Year

Provide feedback to ensure employee is applying skills and knowledge, making sound decisions, and contributing to team goals. The employee should understand how their assignments affect others in the organization and be able to develop effective working relationships.

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