

# Onboarding Plan

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## 0-90 Day Onboarding Plan

Onboarding refers to the process of acclimating our new employees to Seven Hills Foundation. Regardless of the position, program and prior experience and background of our new employees, the onboarding plan will orient new employees to the organization, our structure, mission, vision, and our values. Effective employee onboarding will ensure that our new employees feel welcome and prepared, and will increase the retention rate. In addition, it will help to realize increased productivity from the employee's first day on the job, build loyalty and engagement, and ensure the employee clearly understands job expectations.

### OBJECTIVES:

This onboarding plan outlines all responsibilities for day 0-90. However, onboarding should not end there. This plan will provide supervisors with a list of tasks to be completed and their responsibilities throughout the onboarding process. Throughout the employee's first year of employment, HR and supervisors should aspire to continue to support and orient the employee to the position, program, and organization. Consequently, the new employee will:

- ▶ Feel welcomed to the organization
- ▶ Understand his/her job responsibilities and expectations
- ▶ Be empowered to contribute immediately
- ▶ Become better acclimated to the team and the organization
- ▶ Fully understand all training requirements
- ▶ Complete a development plan and actively participate in regular support sessions
- ▶ Learn about the history and culture of the organization
- ▶ Develop a network of peers and support structure
- ▶ Understand the diversity of staff and services offered by the organization
- ▶ Recommend Seven Hills Foundation as an Employer of Choice

**PHASES:** The Onboarding Plan is divided in 4 phases:

- ① Plan and prepare for your new team member
- ② Orientation to Seven Hills Foundation, the program, and team
- ③ Getting to know your new employee
- ④ Helping achieve excellence