

Onboarding to Support New Hires



Developing a clear onboarding plan for each new hire to ensure a more positive experience for new staff. Sexual and reproductive health agency staff who have a positive onboarding experience are more likely to be successful in their roles and choose to stay—contributing to retention of qualified staff.

This job aid lists items you may wish to include in your agency's onboarding plan. This list is not exhaustive. For additional ideas, ask recent hires what would have helped them to feel more welcome and able to do their best work sooner.

PRE-BOARDING (before Day 1)

After the candidate has accepted the offer, communicate with them to start building a sense of connection with the organization and to decrease their anxiety about Day 1.

ACTION	TEAM MEMBER RESPONSIBLE	COMPLETE (✓)
1. Send "New Hire Information Packet" via email or USPS <ul style="list-style-type: none">• Organization history• Organization mission, vision, and values• Current points of organization pride: Achievements, awards, years in service, new facilities or services• Organization chart (or at least leadership team)• Terms of the accepted offer: Title, FT/PT work hours, job description, travel required, pay rate• Instructions for tasks staff need to complete before Day 1<ul style="list-style-type: none">o Toxicology screeno Background checko Fingerprintso Physicalo Immunizations (or immunization record)• Benefits overview		
2. Day 1 plan <ul style="list-style-type: none">• Arrival time• Where to park and enter building• Name of person who will meet them• Schedule for the day: Include a description of activities• Any dress code expectations• Plan for lunch, e.g., on their own or team lunch		

NOTE: This job aid assumes the new hire lives within commuting distance and will not be relocating their home to a new community for the job. For new hires requiring relocation, consult online resources such as SRHM's [Managing Employee Relocation](#).

DAY 1 and WEEK 1

When planning for a new employee's onboarding, develop a list of action steps for their first day and week on the job using the [Sample New Hire Onboarding Checklist](#).

WEEKS 2–4

Continue orientation, training, and skills verification. Gradually increase the employee's responsibilities and autonomy as they verify skills.

LEADERSHIP SUPPORT

ACTION	TEAM MEMBER RESPONSIBLE	COMPLETE (✓)
Weeks 1–4: Weekly one-on-one check-ins with supervisor <ul style="list-style-type: none">• “How are things going?”• “What has most surprised you compared to what you expected?”• “What questions do you have?”• Review orientation and skills checklist. “Are you encountering any roadblocks or barriers? How can we address them?”• Share any feedback collected from observation, “buddy,” or coworkers		
30, 60, 90-day check-ins: With HR or with senior leadership <ul style="list-style-type: none">• Use Rose-Thorn-Bud framework<ul style="list-style-type: none">• Rose: What are you most enjoying about your new role? In what ways have your supervisor and teammates been supportive?• Thorn: What have you found challenging or disappointing? What challenges have you experienced with your direct supervisor or teammates?• Bud: What opportunities do you see either for yourself to grow in this role, or for us to improve as an organization?• Set 30-day development goals (re: knowledge, skills, responsibilities, and removal of any barriers)• Schedule next check-in meeting		

This tool was created in partnership with Julie Rennecker at Syzygy Team Solutions, LLC.