

Checklist: The Four Pillars of Onboarding

Good onboarding is a continuous process that requires communication, transparency, and flexibility. Use the checklist below to transform your onboarding process from a **one and done** process, to an indispensable tool for **driving productivity** and building a **culture of learning**.

Pillar		Notes	Implemented?
1	Cultivate Workplace Connections	Implement regular check-ins and feedback loops throughout the onboarding process, to ensure alignment and a sense of belonging.	<input type="checkbox"/>
2	Clarify Employee Roles	Surveys, formal check-ins, and manager one on ones should reinforce expectations, responsibilities , and an understanding of how their contributes to wider business goals.	<input type="checkbox"/>
3	Share Strategically	Don't dilute impact by oversharing information! Keep employees engaged with only the content they need , while connecting information to your organization's values and mission.	<input type="checkbox"/>
4	Focus on Skill Development	Emphasize functional rather than technical knowledge, so that new employees can thrive in your organization. Examples of contextually functional materials include customer profiles or product releases.	<input type="checkbox"/>