

# BUILD YOUR OWN | 90-day Onboarding Roadmap




## COMPONENTS & REFLECTION

Using the categories and components of the 3Ps listed below, design a 90-day onboarding plan for an employee segment. Define specific activities (e.g., lunch, welcome videos and/or gifts, etc.) you think should be included. Details will help you leave with a comprehensive idea of what you want to implement and how you will approach it.




- ✓ Informal social events and activities
- ✓ Group onboarding
- ✓ Buddy/ambassador assignment
- ✓ Senior leader exposure
- ✓ Team building
- ✓ Mentoring
- ✓ Meetings with stakeholders

PEOPLE



- ✓ Job shadowing
- ✓ Training
- ✓ Check-ins with HR
- ✓ Customize onboarding to role
- ✓ Career goals discussion
- ✓ Coaching
- ✓ Expectations and feedback

PERFORMANCE



- ✓ First-day agenda
- ✓ Company orientation
- ✓ Rules orientation
- ✓ Resources orientation
- ✓ Forms with electronic signatures

PAPERWORK

**EMPLOYEE SEGMENT** \_\_\_\_\_

For what reasons did you focus on this segment?

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What do you want to achieve with this onboarding roadmap?

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Who are the key stakeholders in implementing this plan?

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What will you do when you get back to the office?

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How will you evaluate success?

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