

Evaluating Your Onboarding Program

	Yes/No
Do you have a written, comprehensive, multidisciplinary onboarding plan?	
Does your plan start with recruitment and continue through the first year?	
Is onboarding responsibility and authority clearly delegated?	
Do you train coaching and mentoring skills to supervisors, managers, and mentors?	
Do you have onboarding metrics and measure your success?	
Do you leverage technology with portals, social media, blogs?	
Is onboarding an interactive process where new hires are engaged and find the program enjoyable?	
Do you track each employee's progress?	
Do new hires complete 100% of the program?	
Do supervisors and others clearly understand their role and are they trained to do it?	
Does your plan have comprehensive checklists for each component?	
Do you have a mentoring program?	
Is the program designed from the new employee's perspective?	
Have you broken your orientation program down into digestible, bite sized chunks?	
Do new hires feel welcome?	
Does your program reflect your mission, vision, values, and culture in a way that makes sense in the everyday work life of employees?	
Do new hires feel pride and engagement in the company?	
Do you collect and share stories?	
Does your retention rate reflect an effective program?	
Are you holding your orientation program when it's most understandable and beneficial?	
Are you offloading as much information as possible to your intranet?	
Do you have a retention interview process?	
Does your onboarding program consider integrating the employee's family into the community?	