

Company Onboarding – Quick Review

Does your company’s onboarding programme achieve its purpose?

Most onboarding or induction programmes set out to achieve similar purposes.

Take a moment to rate your organisation’s onboarding programme....



From a new employee’s perspective, how well does your onboarding programme help them to:	Not at all				Very Well
	0	1	2	3	4
• Minimise first day anxieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Develop pride in the organisation and what it stands for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Get clear about what’s expected of them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Find what they need, when they need it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Connect with colleagues and key people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Feel valuable and contribute more quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL ___ / 24 = ___ %					

From your organisation’s perspective, how well does your onboarding programme:	Not at all				Very Well
	0	1	2	3	4
• Reflect the desired organisational image and employment brand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide a warm welcome to new employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Minimise new employee frustration and confusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Achieve faster productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reduce employee turnover within the first 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Minimise risk relating to health & safety, legal matters and ethical issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Make it easy and efficient for the inducting manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rationalise associated costs and resourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL ___ / 32 = ___ %					

Rating: Add up the total for each of the sections, and turn them into a percentage. This will give you a quick feel for how effective your onboarding programme is from both a new employee’s and the organisation’s perspective.