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The Complete Onboarding
Checklist

The cost of turnover is high.

According to one study, employers can spend the equivalent of **six to nine months** of a departing employee's salary finding and training a replacement.[1]

It's not enough to ensure a positive recruiting experience. Without a strong onboarding program, your organization could be wasting time and money on new hires who don't last. Keeping new employees engaged is critical to ensuring long-term employment—and lower costs. And that engagement begins with seamless onboarding.
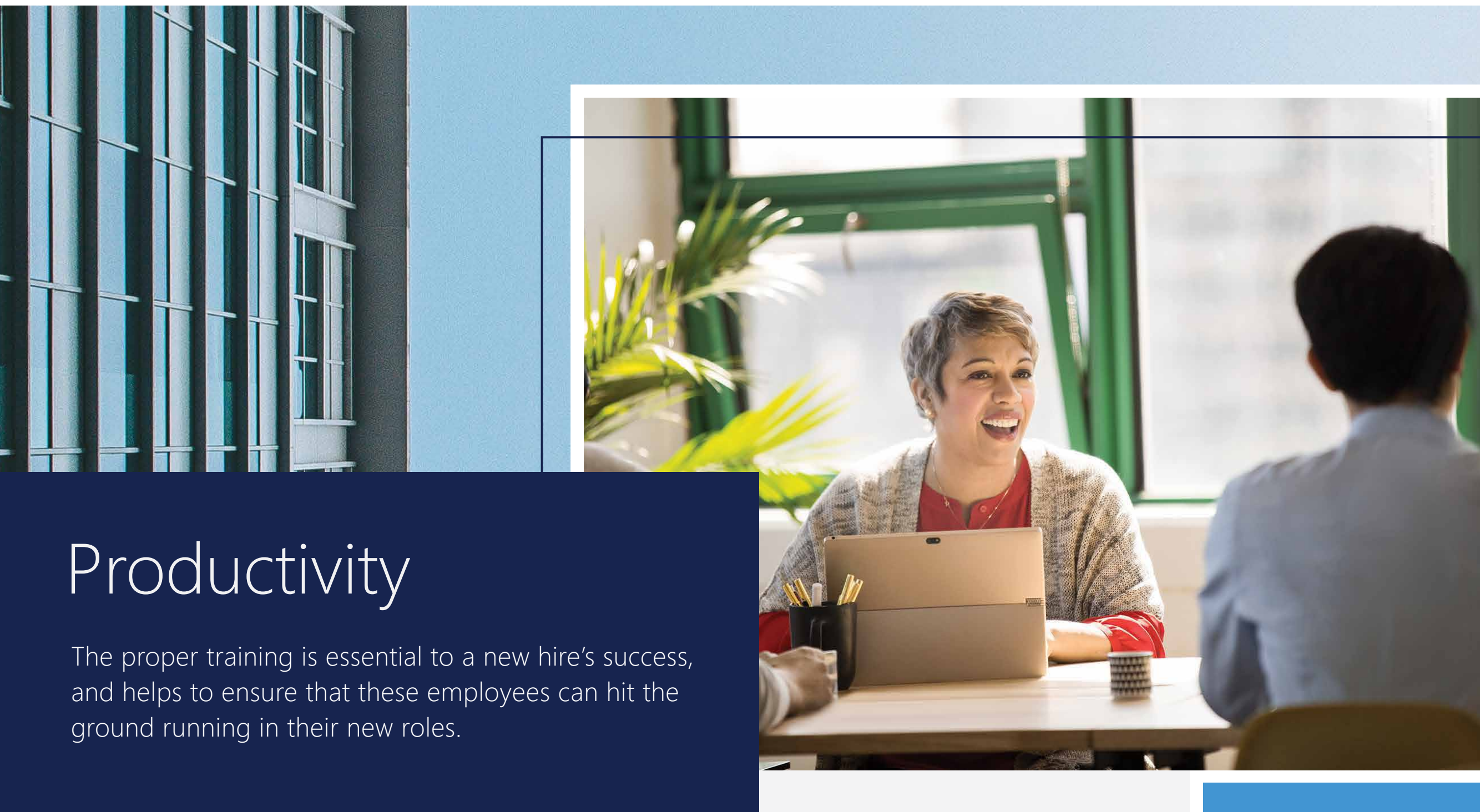
Productivity

The proper training is essential to a new hire's success, and helps to ensure that these employees can hit the ground running in their new roles.

- ☐ Personalize a welcome message
- ☐ Preload a laptop, phone, or tablet with employee apps and information about standardized processes
- ☐ Set up the proper training
- ☐ Establish a role-based workflow
- ☐ Share how-to guides for software programs and servers for quick acclimation

- ☐ Create organizational charts to explain each team member's role
- ☐ Determine and track critical productivity milestones
- ☐ Suggest networking and mentoring opportunities
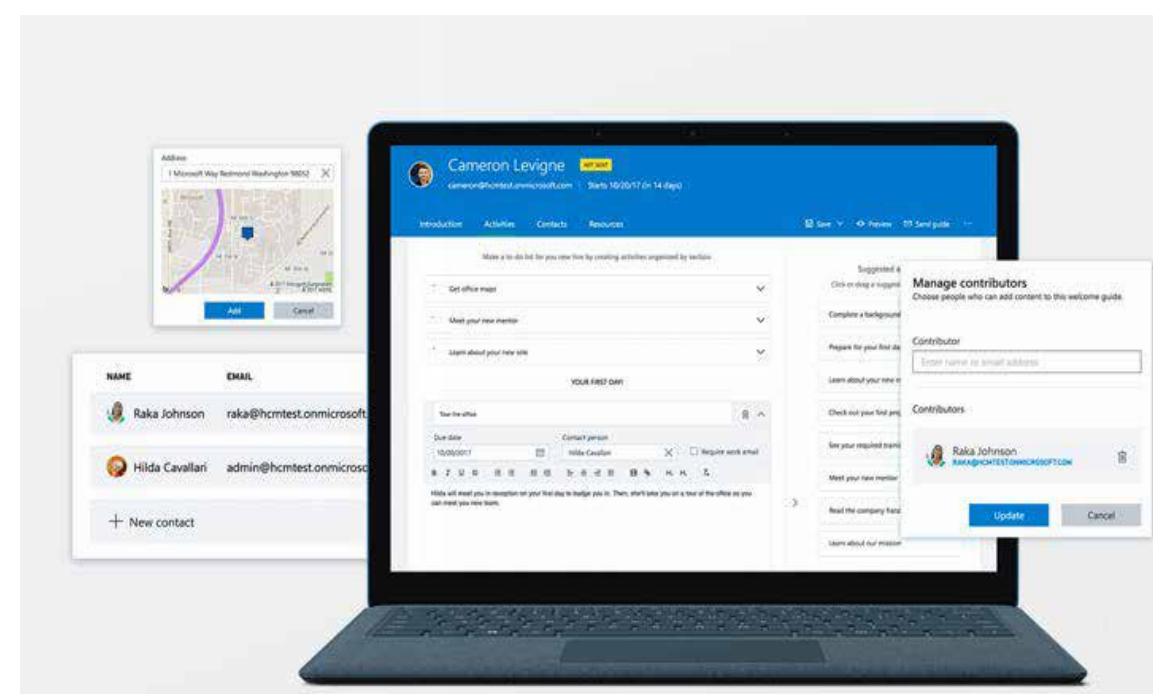- ☐ Provide a dashboard for tracking progress

Culture

Acquainting new hires with their environment goes hand-in-hand with their productivity. Encouraging new hires to interact socially and creating a welcoming environment and company culture will help to ensure long-term employment.

- ☐ Share communities and social groups
- ☐ Provide an onboarding "buddy"
- ☐ Set up systems training
- ☐ Create activities for team building to help introduce new hires to the company culture
- ☐ Provide cultural resources to help remove barriers
- ☐ Share city and neighborhood guides for employees who relocated

Create a successful onboarding process to engage and retain top talent with **Microsoft Dynamics 365 for Talent: Onboard.**

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