

ONBOARDING: 4 Crucial Elements for New Hires

Preboarding

(1-2 Weeks)

- Recruitment
- Interviewing
- Offer
- Tools
- Resources (Soft)
 - New Hire Paperwork
 - Job Description
 - KPI's
 - Benefits Info.
 - Org. History
 - Org. Culture
 - Org Structure
 - Annual Report
 - Arrive with Questions

Orientation

(1st Day)

- Welcome – Mentor/Manager
- Devotions
- Executive Dir./President
- Structured Training
 - Gift Bag
 - Tie Loose Ends (paperwork and/or questions)
 - Tour of Building
 - Employee Directory
 - Stories (Emotional Videos Connection)
 - Expense Reports
 - Culture Boot Camp
 - Employee Handbook
 - Opposite Gender Interaction
 - Map of Local Eateries & Banks
- Lunch w/Manager/Mentor
- Dept. Training (Job Specific)
- Time @ Work Area (Technical Aspects)

Onboarding

(3 Months)

- Mission/Vision/Values Overview
- The Culture
 - Required Reading
 - Expectations
 - Culture Builder vs. Culture Buster
- The Strategy
- The Ministry
 - Testimonials & Stories
- Victories
 - 2 Billion Scriptures
 - 200 Countries
- One Pagers
 - A Culture of Excellence
 - Trust & Respect
 - Second Mile Service
- Finances & Income Sources
 - Membership
 - Gideon Bible Cards
- Mentoring
 - Unspoken Rules of the Road

Strategic Onboarding

(1st Year)

- Building Employee Engagement
- Performance Mgmt.
 - Gap Analysis
- Core Competency Development
 - **M2:** Managing Matters
 - **AA:** Admin. Asst. Toolkit
- Increase Relational Touch Points
 - Private Facebook Group
 - Establish Community
- Develop Spiritual Vitality

Goal: Calling

"I believe this is God's assignment for me."

Goal: Confirmation

"I made the right decision."

Goal: Connection

"I know how I fit here."

Goal: Contribution & Engagement

"I ❤️ my job."