

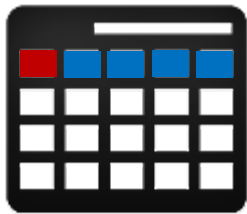
The 5 Stages of Onboarding

Pre-Arrival

This is an opportunity to prepare and to make a positive initial impression. Do your part to be a good team player before even walking through the door. If you are a manager, make your employee feel welcome and part of the team.

STAGE

1



STAGE

2

First-Day, First Week

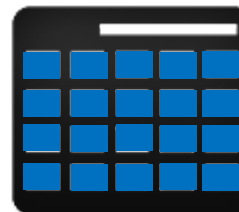
At ESDC, we want to make sure new employees have the tools and information to be at ease in their new work environment. This period is a great opportunity to learn about all the tools and resources available within ESDC, and to create accounts (e.g. [ILMS/Saba](#), [MyKey](#), etc.)

First Month

The first month is a period of adjustment. If you are a new employee, you should strengthen your understanding of the Department by learning about how ESDC is organized, and about policies and tools. If you are a manager, you should help your employee getting used to a new routine and work environment.

STAGE

3

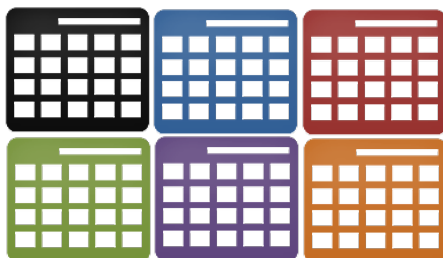


STAGE

4

3 – 6 Months

(Note: this may not apply to student employees)
New employees should now have a solid sense of their role and the “lay of the land”. They will also likely have, by then, a few accomplishments under their belt.



STAGE

5



Year 1

After one year, the employees are no longer considered “new”: they should now be full-fledged, experienced members of the team. They should have developed an in-depth understanding of the job and what is expected of them. Ideally, they are engaged, productive and have formed trusting relationships with their colleagues.

To access detailed checklists for each of the onboarding stages, click the relevant link:

[I am a manager](#)

[I am a new employee](#)

[I am a student](#)