

# ONBOARDING VS. ORIENTATION

	Onboarding	Orientation
Focus	Integration and helping the employee become productive	Welcome, setup, policies, and basic role clarity
Duration	Three to six months, sometimes up to the first year	One to three days
Main emphasis	Departmental identity and getting to know the team	Organizational identity
Content	One-on-ones, mentorship, shadowing, and feedback on early assignments	Company videos, presentations, employee handbook, tax forms, and IT setup
Employee role	More active, engaging in learning and feedback	More passive, receiving information
Goal	Build loyalty, job satisfaction, and connection to the organization	Prepare the employee legally and logistically to work

## Job Orientation Best Practices

### 01 Minimize first-day jitters

- ✓ **Logistics:** Send arrival times, parking, directions, and dress code in advance.
- ✓ **Remote setup:** Provide clear login instructions and a digital "Day One" itinerary.

### 02 Prepare the workstation

- ✓ **Day-one ready:** Ensure hardware, IDs, and software logins are active before they arrive.
- ✓ **Home office:** Ship equipment to remote hires well ahead of their start date.

### 03 Welcome them to the team

- ✓ **Personalize:** Add their name to their desk and provide branded company swag.
- ✓ **Socialize:** Host a team lunch and assign a peer mentor to help them "learn the ropes."

### 04 Have the schedule ready

- ✓ **Structured flow:** Use a consistent checklist with built-in breaks and touchpoints.
- ✓ **Persistence:** Maintain these regular touchpoints throughout the first few weeks.

### 05 Go Visual

- ✓ **Engage:** Replace long lectures with an audiovisual presentation to boost interest.
- ✓ **Early access:** Share the presentation with new hires ahead of employee onboarding.

### 06 Group sessions by topic

- ✓ **Streamline:** Let HR handle admin, while leadership presents mission and vision.
- ✓ **The office tour:** Ensure every hire sees the facilities and meets key department heads.

### 07 State job expectations clearly

- ✓ **Core values & expectations:** Communicate core expectations from day one.
- ✓ **Accountability:** Encourage a culture of taking responsibility and seeking help when needed.

### 08 Show Them They're Valued

- ✓ **Recognition:** Explain how performance ties to promotions and rewards.
- ✓ **Inclusion:** Reiterate the company's commitment to an equitable workplace.

### 09 Introduce them to the relevant project/team

- ✓ **Project Context:** Provide a high-level overview of any projects they'll be a part of.
- ✓ **Impact:** Clearly explain how their individual role contributes to the project's success.

### 10 Request feedback on their job orientation experience

- ✓ **Surveys:** Use a formal survey to capture suggestions, concerns, and questions.
- ✓ **Review:** Use this time to check on their performance and ensure they are settling in well.