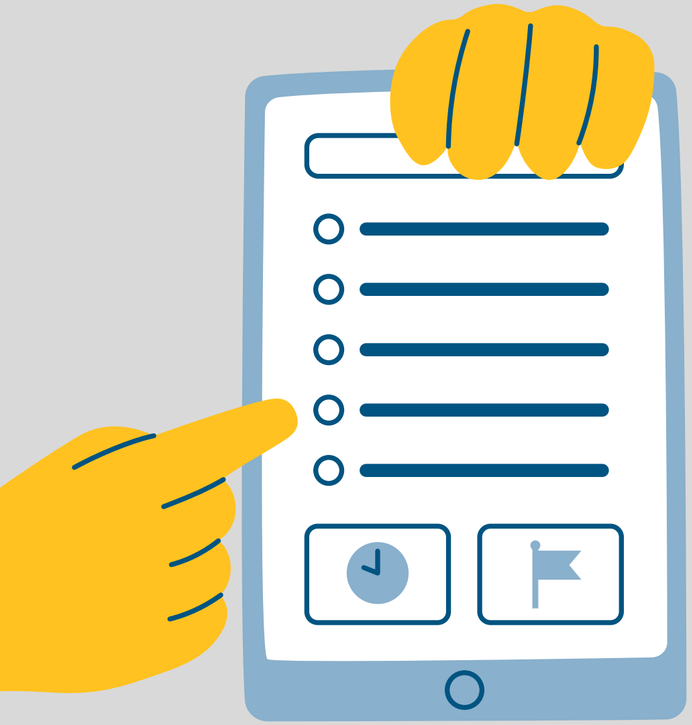


Onboarding Process Roadmap

Streamlining Success:

A Manager’s Roadmap to Seamless Onboarding

Onboarding Phase: 1

Pre-Hire (Before Hire)

Pre- Hire

- Pre- Hire Process kicks off
- Once offer letter is signed candidate is added to Workforce Report

1

2

Start Date & Offer Letter

- Recruiter & Hiring Manager confirm start date
- Offer Letter is issued and signed

3

Background Check

- HR Coordinator starts background check
- Background Check Initiated

4

Pre Hire Prep (2-3 Weeks Out)

- Recruiting Coordinator sends New Hire Planning Email to: Recruiter, Hiring Manager, Service Desk, Designated Business Partner, HR Specialist

Background Check & Pre Start Email

- Background Check complete:
  - Hiring Manager is notified by Recruiter
- Recruiting Coordinator sends Pre-Start email to new hire and cc: Designated Business Partner and HR Specialist- Talent
- Recruiting Coordinator launches onboarding in ADP
  - Pre-Hire begins onboarding task

5

Transition to HR Specialist

- HR Specialist - Talent sends out Welcome email to New Hire (1 week out)
- Recruiting Coordinator enters new hire in ADP on Day 1 of Employment

6

Onboarding Phase: 2

Talent Management

7

Day 1 Orientation

- Manager greets employee.
- Building tour and equipment setup.
- Orientation (10:30 AM EST).

8

Day 2 Orientation

- Compensation & Benefits Orientation.
- Day 2 Survey.

9

First 30 Days

- Benefits enrollment
- HR sends follow-up survey on recruitment and onboarding experience.
- Manager check-ins weekly or bi-weekly.

10

60-90 Days

- 60-Day Manager Check-In.
- 90-Day Review + HR sends 90-Day Survey.

EMAIL TEMPLATES

Pre Hire Email



New Hire Welcome Email



Sample emails blurred for confidentiality