

# ONBOARDING SCORECARD

Successfully integrating new hires into your organization can be challenging, no matter the size of your workforce. Onboarding takes time and dedication from a variety of stakeholders. More than simply training, onboarding means taking new hires and guiding them through all the necessary steps to get them comfortable in their roles and in the company culture. Answer the questions below to assess whether your organization is doing enough to effectively onboard new hires.

**Instructions:** Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

- **YES:** 0 points

- **NO:** 2 points

- **UNSURE:** 2 points

QUESTIONS	YES	NO	UNSURE	SCORE
1. Are new hires given a mentor within the first two days of starting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does your organization provide welcome gifts to new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have a standardized onboarding plan that all new hires must complete, opposed to plans that fluctuate between new hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are new hires prescreened before any interviews take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does your training program include games and quizzes to hold participant interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does your training feature elements that use technology, like software that guides and tracks user performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do you hold a meet-and-greet event for employees to meet their new team members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you survey new hires' satisfaction with their onboarding experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are new employees given necessary documents on their first day, including HR forms, training schedules, contact lists and software logins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do new hires have time set aside each week of onboarding to meet with their managers and ask questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Low risk.** Contact BeaconPath, Inc. to confirm: 0-6

**Medium risk.** Contact BeaconPath, Inc. today: 7-14

**High risk.** Contact BeaconPath, Inc. today: 15-20

