

What are the 4 phases of onboarding?

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Overview of employee onboarding

You have probably heard of "[onboarding](#)" if you have ever started a new job. It is about being [welcomed to the team](#), getting your hardware and software set up, and understanding what you will be doing. It is a chain of events that includes various elements, including cultural, technical, and other factors.

New hire retention is [increased by 50%](#) when employees go through a conventional onboarding procedure. [Studies show that employees](#) with a positive onboarding experience are more likely to stay with a company for at least three years. When onboarding new staff, the following points are key:

- Business backdrop and [company culture](#)
- To be a [productive team member](#), you will need the right tools and resources.
- Internal papers and [policies](#)
- Setup of workstations and equipment
- The individuals and how to move up the [corporate ladder](#)

Everything from training to integrating a new worker into the office is included in employee onboarding. Employee onboarding should be [a long-term strategy](#) that lasts up to a year. [Staff turnover](#) may be reduced with a strong onboarding strategy, leading to more productive and satisfied employees. However, only [37% of businesses](#) make sure their onboarding programs last longer than a month.

While some HR managers appear to regard the [employee onboarding process](#) as nothing more than new hire paperwork, more savvy and committed team members have a different take on the meaning of employee onboarding. As part of employee onboarding, they consider the entire period from the time an offer is made until an employee becomes a productive contributor to the company.

The four phases of employee onboarding

Higher productivity, faster knowledge acquisition, and higher retention rates can all be attributed to a structured onboarding program. [Employee onboarding](#) is an important part of confirming a new employee's decision to join the company.

According to [Roundtable Learning](#), companies should go through the following four stages of onboarding:

1. **Orientation** – Introduce the [new hire](#) to the organization and key team members, including studying the handbook, relevant [policies](#), related compliance documentation, and learning about the [company's values](#).
2. **Role Training** – Teach the new hires about their day-to-day responsibilities and any other information they will need to be successful in the long run.
3. **Transition** - Prepare [organizational leaders](#) to assist new personnel in understanding their roles and being fully productive.
4. **Create plans for [continuous career](#) and [personal improvement](#)** so that both the individual and the company can achieve their objectives and succeed.

Phase 1: Orientation

Orientation is the first step in the onboarding process. The new hire is introduced to the organisation, [senior leadership](#), and other team members during this period. It is critical that the information in this onboarding step is uniform across your organisation and [conveys a clear image](#) of your [company's values](#).

The following elements are commonly found in orientation:

- Overview of Compliance and the Welcome
- Handbook for [Senior Leadership](#)
- Lessons on [Company Culture](#), History, and Values
- Efforts to Promote [Diversity and Inclusion](#)

For this stage of onboarding, companies take a variety of tactics. While it is preferable to perform at least the introductions in person, other aspects of the orientation phase may be better suited to [self-paced learning](#). There is another potential to use technology such as augmented reality and virtual reality. [Gamification](#) can also help you better engage your learners and scale your onboarding program.

By carefully placing QR codes on posters throughout the building, an organisation might create a different type of learning journey. For example, a company may use augmented reality to send new

employees on a scavenger hunt throughout the office. Learners would scan QR codes to explore the workplace and learn more about their [company's history and culture](#), which would unlock videos or text about various parts of the company.

Phase 2: Role Training

Role training follows orientation as the second phase of onboarding. Role training informs new employees on their day-to-day responsibilities and prepares them for [long-term success](#). Employees can carry out the primary functions of their [work with greater confidence](#) once they understand what they need to do.

The following aspects are frequently included in role training:

- Examine the [Performance Goals](#)
- [Job shadowing](#) Technical
- Process Training Safety Training

Interactive [technology](#), such as virtual reality (VR), can keep learners enthralled and avoid formulaic and uninteresting instruction. Learners could, for example, work through various scenarios to get experience in [workplace safety](#). In a simulation, learners can practice safety measures with all of the warehouse's real-life sights and noises without endangering people or equipment. Employees who have performed the processes in a [virtual reality environment](#) are more likely to respond well in an emergency.

Phase 3: Transition

The transition period, which occurs 60-120 days after the first stage, is the third stage. The [new hire](#) is moving to their permanent employment at this phase in the onboarding process, and their direct supervisor is their primary source of development and support. [Managers and front-line leaders](#) must be able to provide support to new hires in the following ways:

- Growth and enhancement
- Strategies for effective [communication](#)
- The significance of authenticity

[Managers](#) can study essential pillars of leadership, such as [coaching](#) and [feedback](#), and then practice in an immersive VR experience using a [hybrid approach](#). Leaders may experience the direct impact of their decisions on staff by negotiating challenging dialogues in a [virtual setting](#). Completing these exercises can aid in the development of organisational leaders' [soft skills](#).

Phase 4: Create plans for continuous career and personal improvement

Ongoing development is the final stage of onboarding. This phase entails [developing a strategy](#) for continuing your professional and [personal development](#). Employees can identify how they can continue to contribute positively to and progress by creating a long-term plan. Both the individual and the company will be able to attain their objectives and succeed in this manner.

The following elements are normally present at this stage:

- [Individual Development Plans](#)
- [Competency Assessment](#)
- [Career Mapping](#)
- Setting Personal and Professional [Goals](#)

Conclusion

We have discussed the importance and aims of [onboarding](#) and its four phases in this article. As previously said, onboarding programs must eventually provide new hires with the [skills and confidence](#) they require to succeed in their positions.

Implementing an onboarding program in an organisation can enhance retention rates by 25%, according to employee onboarding [data for 2020 by Clear Company](#). Therefore, organisations should consider adopting these four phases of employee onboarding to ensure retention rates are low. This will help them and bring a lot of positives to the organisation.

According to [SHRM](#), manager satisfaction rises by 20% when their staff receives conventional onboarding training, according to onboarding success statistics. However, [Gallup](#) discovered that only

12% of firms have a fantastic onboarding experience. Sharpen your employee onboarding process to ensure that you are among the 12% of the great onboarding process.

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