

# Onboarding Gap Analysis

Element	Rarely or never	15- 30%	35-65%	70-90%	Always	What's needed to improve
Pre-onboarding process—paperwork completed prior to first day; connect with direct manager and GM						
Review job description and expectations for 30/60/90 days						
Staff introductions and everyone involved in welcome process - perhaps pairing with a “buddy.”						
Roles of onboarding team defined— HR, supervisor/manager, GM, designated co-workers.						
Objectives/outcomes and metrics of onboarding steps defined and measured.						
“Check-ins” on first day and at 7 days, 30 days, 60-90 days with specific feedback.						
Both formal and informal training is defined and organized.						
Shadow training is standardized for each position, and shadow trainers are formally trained to perform the function.						
Welcome and progress rituals in place.						