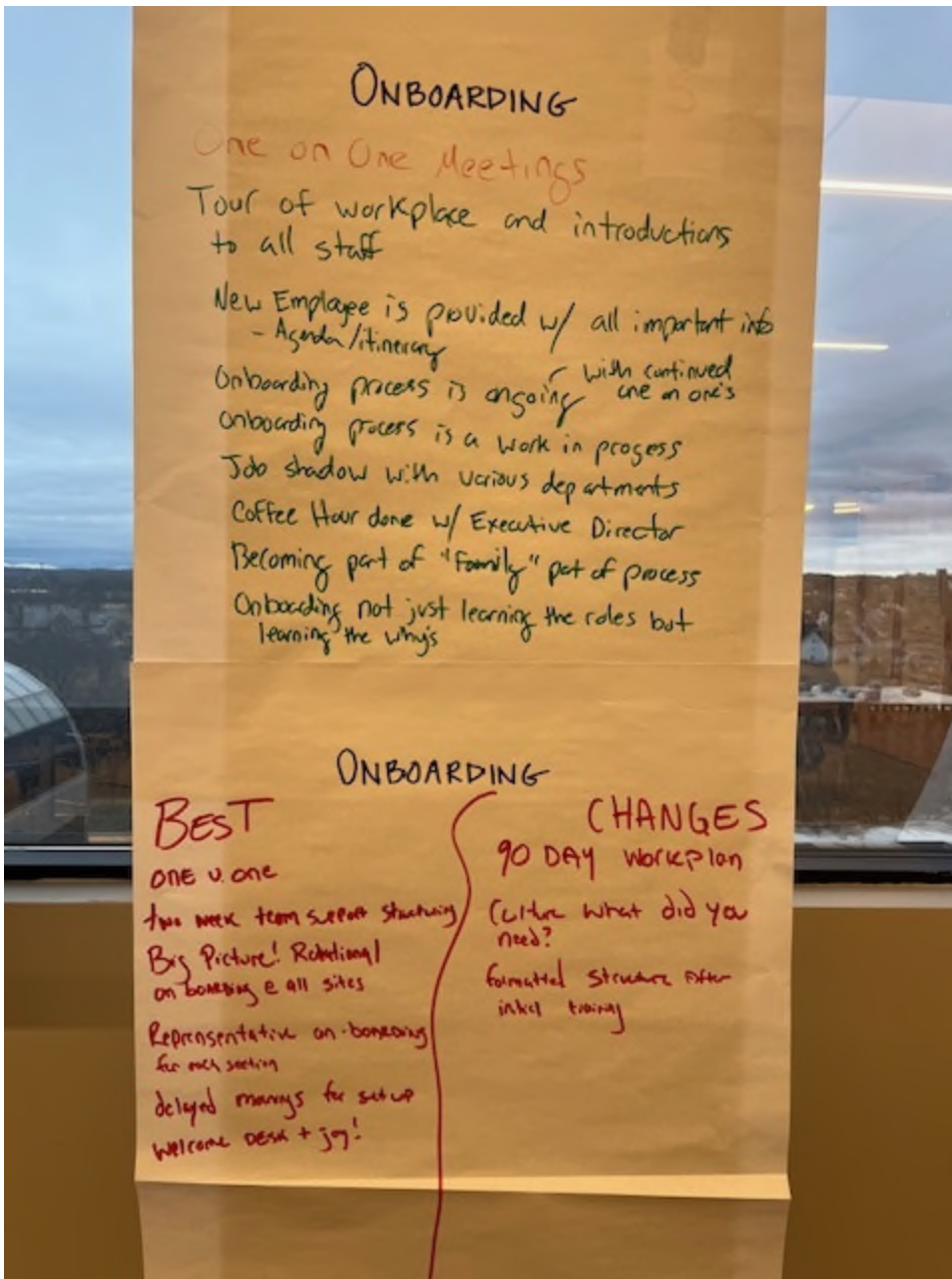


Monica Kelly

From: Lyn Freundlich <friendlybrit01@gmail.com>
Sent: Thursday, March 6, 2025 1:45 PM
To: Monica Kelly; Meher Shulman
Subject: <EXTERNAL>Onboarding 1 of 1



ONBOARDING

Checklist/Folder

Communication Flow through org.

Orientation - Discussion with CEO about
Culture? expectations

Convo w/ team members about role w/in org.

Visibility of management

Incorporating new voices early? often

ONBOARDING

Buddy program for 1st 90 days.

Training - "Playback": capturing "day to day"
process & protocols.

Introduction to the video - leadership, mission, values,
history

Meet & greet across programs

ONBOARDING

Buddy - how-to basics.

Orientation day - looking to make this longer
Logistics reviewed

Upper management meets new hires

Onboarding takes a year - conceptually

Reflecting on current practices

Making time to support new hires

3 ~~hour~~ week check-in

ONBOARDING

- Understanding the unique aspects of a NEW place
- One on one meetings - time to get to know people
- Onboarding fruit/breakfast → gift or event to welcome people → banners/song
- folders include strategic plan + path to equity
- send email welcoming people + walk people thru the portal → trainings
- Welcome social post + newsletter

ONBOARDING

1-1 assignments
individual
Department orientation.

Enhanced interaction of power point
to be more interactive + exciting

Offer electronic or handcopy orientation docs

Educating / introducing the buddy

Check in with a timeline

ONBOARDING

- having a point person handling paperwork
- tours before hiring
- one-on-ones with each department head
- Buddy system style training
- Structured orientation
- do a check in with the new employees after a month or so