



Feedback - Provided by people or departmental staff overseeing the learning and progress of the new hire or elected official, regular check-ins throughout the length of the process are crucial to helping the new hire or elected official adjust and meet goals. Increased feedback occurs in frequent intervals followed by at least a quarterly feedback schedule for up to a year.

Mentor / Buddy - A designated person who works alongside the new hire or elected official and explains most of the daily operations and may involve larger issues like career development. The mentor/buddy explains simple things like where the break room is, where the bathrooms are, explains where to park, who their supervisor is and teaches/advises the specifics of the new hire or newly elected official's job such as operational procedures.

Networking - Introductions to key people or decision makers. Knowing who to contact for information to do one's job is essential to early and increased productivity.

Orientation - This aspect primarily concerns transactional business with a focus on forms, paperwork, and other procedural activities of the job. It may also involve a series of short term programs introducing the new hire to basic employment procedures, new hire paperwork, job skills, and compliance training.

Organizational Culture - This reflects the values and norms of the organization by connecting the new hire with the mission, vision, and values of the agency and giving him or her a broader perspective on expectations.

Preboarding - Before onboarding officially happens and includes addressing some of the bureaucratic steps of completing employee paperwork, tax forms, setting up email accounts, getting information regarding general employment. This may also include taking tours of the agency to meet some of the different staff and key decision makers and happens before an actual start date of employment or swearing in of office. Some agencies provide a welcome basket and note from the CEO and other executive team members.

Professional Development - Opportunities to build skills through continuing education. Being able to see a career path either through depth or breadth of opportunities to gain more responsibility is critical to the investment of the new hire and provides a pathway from the beginning days of employment.

Technology - Using electronic or digital files in place of paper files help to make the onboarding process more friendly. Recruiting, advertising, reviewing training videos, completing surveys, and tracking onboarding checklists through software or a systematic approach using technology.