



## Onboarding and Orientation Action Items

### Virtual Onboarding

- **Action Item: Develop Virtual Onboarding Content**
  - **Deliverable:** Customized onboarding presentation, including company policies, culture overview, and team introductions, formatted for online delivery.
- **Action Item: Schedule and Coordinate Virtual Onboarding Sessions**
  - **Deliverable:** Calendar invites and schedules for virtual onboarding sessions, with confirmation of attendance from new hires.
- **Action Item: Conduct Virtual Onboarding Sessions**
  - **Deliverable:** Successfully executed virtual onboarding sessions, complete with recordings and post-session summaries.
- **Action Item: Collect and Analyze Onboarding Feedback**
  - **Deliverable:** Feedback reports from new hires regarding their onboarding experience, with actionable insights for process improvement.

### Document Management

- **Action Item: Prepare and Distribute Onboarding Documents**
  - **Deliverable:** Drafted and sent electronic onboarding documents such as offer letters, tax forms, and confidentiality agreements.
- **Action Item: Facilitate Digital Document Completion**
  - **Deliverable:** Completed onboarding documents submitted electronically by new hires, with confirmation receipts.
- **Action Item: Securely Store Completed Documents**
  - **Deliverable:** Digital storage of completed onboarding documents, with secure access controls and organized filing.
- **Action Item: Verify Compliance of Onboarding Documents**
  - **Deliverable:** Compliance verification reports ensuring all onboarding paperwork meets legal and company requirements.



## Training Coordination

- **Action Item: Plan and Schedule Initial Training Sessions**
  - **Deliverable:** Training session schedules and invitations sent to new hires, including detailed agendas and objectives.
- **Action Item: Develop and Deliver Online Training Programs**
  - **Deliverable:** Online training modules and resources, including interactive content and instructional videos, delivered to new hires.
- **Action Item: Manage Access to Training Resources**
  - **Deliverable:** Provision of access to essential training materials such as handbooks, guides, and e-learning platforms, with user access reports.
- **Action Item: Evaluate Training Effectiveness and Collect Feedback**
  - **Deliverable:** Training evaluation reports based on feedback from new hires, with recommendations for improvements.

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