**Innolect Executive and Leadership**

**Onboarding Checklist**

To maximize your recruiting investment, it is critical to consider a customized onboarding approach for high potential candidates. Careful planning and preparation expedites assimilation, retention and success.

**Prior to Selection**

1. Align key stakeholders about role, capability requirements and responsibilities.
2. Determine success factors.
3. Integrate recruiting and interview process with current situation.
4. Agree on support, assimilation and onboarding components.

**Prior to Day One**

1. Prepare those who report directly to the new position.
2. Clarify working relationships with key stakeholders.
3. Provide position and company background information (organization orientation.

Review programs, policies and procedures; advise on the specifics of challenges or issues facing the organization; orient to culture and norms).

1. Conduct intake interview to offer support and clarify expectations (scope).
2. Describe current onboarding process and strategies to accelerate assimilation.
	* Build blueprint for success (first 90 days and first year).
		+ **Key business results**
			1. Short-term wins and expectations
			2. Priorities to accomplish within the first year
		+ **Foundation for strong team performance**
		1. Capabilities and assessment criteria for current talent
		2. Communication and alignment with new team
		+ **Partnerships with key stakeholders**
3. Internal network with key leaders
4. External resources and partnerships
	* + **Personal leadership strengths** (apply capabilities)
			1. Personal success factors and potential derailers
			2. Peak experiences and past performance

**Launch and Ongoing Support**

1. Welcome and introduce leader to staff and the organization.
2. Distribute announcement to external stakeholders; introduce to the organization’s partners, service providers and clients.
3. Determine development needs and co-develop a **90 day plan** with regular toll gates with owners for target activities, specific goals and ROI deliverables.
4. Prepare a final summary onboarding report with achievements and next steps (Individual Development Plan).
5. Assess onboarding process.
6. Establish an ongoing evaluation process for new hire.