



Onboarding Program Evaluation Checklist



This checklist is designed to help organizations evaluate the effectiveness of their onboarding program.

Use these guiding questions to identify strengths, gaps, and opportunities for improvement.

🔗 Documentation & Clarity

- ☐ Is the onboarding process documented and easy to understand?
- ☐ Does it avoid jargon and insider-only terms?

🔗 Ownership & Accountability

- ☐ Is task ownership clearly defined across HR, managers, IT, and others?
- ☐ If someone leaves, is it clear who takes over their onboarding responsibilities?

🔗 Structure & Timeline

- ☐ Is the process chronological with defined timeframes (Day 1, Week 1, Month 1)?
- ☐ Does it cover the time between offer acceptance and start date?

🔗 Cultural & Social Integration

- ☐ Does onboarding address cultural fit as well as technical training?
- ☐ Is there a buddy or mentor program to help new hires adjust?

🔗 Technical & IT Readiness

- ☐ Are IT tasks (equipment, logins, access) part of the plan?
- ☐ Is IT actively involved in onboarding new employees?

🔗 Feedback & Improvement

- ☐ Do you collect feedback from new hires on their onboarding experience?
- ☐ Are there checkpoints and opportunities to refine the process?

🔗 First Impressions

- ☐ Does the plan outline a clear, welcoming first day experience?
- ☐ Is the process simple, engaging, and not overwhelming?

A strong onboarding program is a strategic investment in your people.

For help designing or improving your onboarding process, reach out to us at sonia@pipaltreeservices.com.