

2018 ONBOARDING SCORECARD			Score Average	0.00	seam STRATEGIES	Date:	3/4/2018
Assessment By:			Client	Region		Onboarding Acronyms	
0	Lead	Pre-Boarding (Before Day 1)	0	Lead	First Day and Week	Who Takes the Lead for each scorecard Item?	
0		OL Resume when offer letter accepted	0		Kickoff Call/Meeting with OT and NH		
0		OL Sends intro email within 48 Hours	0		Verify All System Access		
0		OT Call Scheduled	0		Verify Onboarding Program Access	NH	New Hire
0		Virtual Preboarding Video Access	0		Weekly Schedule Reviewed with NH	R	Recruiting
0		Benefits/Payroll Info Sent	0		Meetings/Introductions	HR	Human Resources
0		Computer/Badge etc. ordered	0		Lunch with someone DAY 1	SE	Sales Enablement
0		Onboarding Plan Created and Sent NH	0		Company Announcement Sent Day 1	HM	Hiring Manager
0		New Hire Orientation Scheduled	0		Review 90 day Onboarding Plan	A	Administrative Asst.
0		Onboarding Training Scheduled	0		First Day 1:1 Meeting HM	O	Operations
0		Team virtual Introductions made	0		Facility Tour (if possible)	SO	Sales Operations
0		OT Update Call 72 Hours Prior	0		Wrap up Call - End of Day 1	M	Marketing
0		HM Call before first day	0		Wrap up Call - End of Week	DH	Department Head
0		30-Day Check-In	0		60-Day Check-in	CW	Co-Workers
0		Weekly 1:1 with HM Completed	0		Progress Check on 90 Day Plan	M	Mentor
0		Progress Check on 90 Day Plan	0		Identify Key Barriers/Gaps	OT	Onboarding Team
0		HR and R Call in first 30 days -Check-in	0		Review Job performance KPIs	OL (Onboarding Lead) This could be someone from the list above or a dedicated role for first 60 days	
0		OT Review of Overall Progress	0		OT Review of Overall Progress		
0		Team Member Review	0		HR and R 60 Day Check-in Call		
0		HM and/or OL 30 Day Progress Call	0		HM and/or OL 60 Day Progress Call		
Recommendations for Improvement						Steve Buergey	
1						www.seamstrategies.com	
2						(224) 210-9191	
3						steve@seamstrategies.com	
4						Scoring System	
5						0 - Not Observed	
Notes						1- Below Industry Best Practices	
						2- Meets Industry Best Practices	
						3 - Exceeds Industry Best Practices	