

## New Hire Onboarding Plan

In a high-demand, talent-scarce industry like marine service and sales, onboarding is a competitive advantage. Effective onboarding is one of the most powerful retention tools a manager has. This checklist helps you provide clarity, consistency, and support throughout the first 90 days so new employees stay engaged and become productive members of the team.

EMPLOYEE START DATE		
PREARRIVAL	O Workspace, tools, logins, and equipment prepared O Uniforms, safety gear, or access cards ready First-week schedule sent to employee O Assign buddy/mentor Prepare welcome packet (org chart, policies)	NOTES
DAY 1	O Warm welcome + facility tour O Introduce team members and key contacts O Review company mission, culture, and values O Job role overview + success expectations O Set up email, systems, and timekeeping End-of-day check-in to answer questions	
WEEK 1	O Daily check-ins with supervisor O Shadowing schedule in place O Training on systems, tools, and processes O Assign a "quick win" task to build confidence O Review communication flow (dispatching, SOPs) End-of-week check-in: "How is your first week going?"	



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30 DAYS	O Provide structured feedback + coaching O Identify training gaps and additional resources O Set next phase goals O Encourage questions, remove obstacles O Confirm employee feels supported and connected	NOTES
60 DAYS	O Increased independence on core tasks O Conduct mid-point performance check Review work quality and consistency O Discuss culture integration and team fit Recognize accomplishments and wins Adjust training plan as needed	
90 DAYS	O Conduct 30/60/90 performance review O Discuss development path O Training on systems, tools, and processes O Address retention factors: workload, support, etc. O Reinforce expectations and strengths O Confirm next steps for growth and responsibility	
ENTION		recognition and feedback th for skills, certs, and career growth