Module 9: Onboarding

What are the benefits of onboarding?

Take a few minutes to assess how you can onboard new employees to the organization, the department, and their job. You'll want to make sure to address all three and where they intersect with the Four Cs. Some possible tools include documents, Cope University, videos, in-person presentations, one-on-one discussions, training, tours, etc. Write down the tools you use or want to use for each area.

4 C'S OF ONBOARDING	**ORGANIZATION**	**DEPARTMENT**	**JOB**
Compliance (*laws and policies that must be adhered to)*			
Clarification *(job duties and expectations for performance)*			
Culture *(stated and assumed values, goals and norms)*			
Connection (the interpersonal relationship and networks vital to success)			

Notes:_____

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