MODULE OVERVIEW

Onboarding a new team member: Four steps over 90 days

Adaptive module | ~20 min

One in three new team members leaves their job within the first 90 days, while structured onboarding improves retention by 82% (Brandon Hall Group). Beyond the HR process, this module covers what falls to the manager and their team: four defined steps (before arrival, day one, the first month, and the 90-day review) and the buddy role assigned to a peer.

LEARNING OBJECTIVES

01 Prepare the arrival before day one: equipment ready, team informed, and a first-week schedule.

02 Get day one right with a personal, human welcome, a team introduction, and a first manager check-in.

03 Structure the first month: a weekly check-in, explicit expectations (especially when remote), and an assigned buddy in the team.

04 Run the 90-day review with three questions and make welcoming the new hire a shared team responsibility.

WHO IT'S FOR

Managers who want to onboard their next new hire successfully, and colleagues who want to play their part.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1. **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.
2. **Expert video**: 10 minutes, with 3 pauses for reflection.
3. **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.
4. **Dated commitment**: one action to try, written by the learner or picked from the suggestions.
5. **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- Onboarding buddy program – Microsoft.
- Hybrid onboarding and the manager's key role – Microsoft WorkLab.
- Structured onboarding: +82% retention, +70% productivity – Brandon Hall Group.
- Four stages and a 90-day review – Afthonios framework.

SOURCES & REFERENCES

- Brandon Hall Group – structured onboarding improves retention by 82% and productivity by 70%
- Microsoft (Viva Insights) – contact with a buddy raises new hires' sense of productivity from 56% (1 meeting) to 97% (more than 8 meetings)
- Jobvite (2018) – nearly 30% of respondents have left a job within the first 90 days
- Microsoft WorkLab – when the manager is actively involved in onboarding, new hires are 3.5 times more likely to say they are satisfied

- Module created by Afthonios.com.
- Content reviewed on 13 October 2026