



# Onboarding Guide

## 1. Why Onboarding Matters

A well-designed onboarding process significantly influences how quickly new employees become productive and whether they stay with the company long-term. A positive start strengthens motivation, engagement, and a sense of belonging.

## 2. The Three Phases of Onboarding

**Preparation:** Prepare the workspace, set up accounts, inform the team, and prepare an onboarding box.

**Orientation:** Welcome meeting, team introductions, explanation of tools, workflows, and expectations.

**Integration:** Regular feedback, mentoring, team-building activities, and clear role definition.

## 3. Tips for a Strong Employee Experience

- Structure the first working day clearly
- Prepare a personal welcome message or card
- Provide active guidance during the first days
- Define clear points of contact
- Enable small early wins

## 4. How Onboarding Boxes Support the Process

Onboarding boxes create an immediate positive moment and convey appreciation. They are ideal for presenting materials, welcome messages, company values, and brand identity.

- **Basic:** Practical, robust, and ideal for large quantities.
- **Comfort:** Premium magnetic box for an elegant unboxing experience.
- **Premium:** Three-part premium box for maximum brand impact.

## 5. Onboarding Checklist

- ✓ Are work materials prepared?
- ✓ Has the team been informed?
- ✓ Is the onboarding plan ready?
- ✓ Is a buddy or mentor assigned?
- ✓ Is the onboarding box prepared?
- ✓ Are regular appointments scheduled for the first 4 weeks?

## 6. Learn More

**Learn more here:** [www.ideas-in-boxes.de/onboarding-boxen](http://www.ideas-in-boxes.de/onboarding-boxen)

## Final Quick-Check Before Day One

- Welcome email sent?
- Hardware tested and ready?
- Software access verified?
- First week schedule prepared?
- Welcome gift or onboarding box placed on the desk?
- HR documents prepared for signature?
- Manager and buddy aligned on expectations?
- Team informed about the new arrival?

- Workspace clean and inviting?
- Introduction meetings scheduled?