




Frank Bold
does employee onboarding

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Who is Frank Bold?



Usain Bolt.


open

daring

straightforward

thick (type/lettering)

brave

candid

courageous

FRANK BOLD

[direct and daring]

direct

confident

resolute

honest

fearless

adventurous



Frank Bold

private limited company



**Frank
Bold**
Society

non-profit
organization, former
Environmental Law
Service



**Frank
Bold**
Fundacja

non-profit
organization, Poland



**Frank
Bold**
Kids

non-profit
organization



**Frank
Bold**
Advokáti

law firm, private limited
company



**Frank
Bold**
Advisory

private limited
company



**Frank
Bold**
Energy

private limited
company



Frank Bold



Frank Bold changes the world.
Legally. The future needs a free
society and responsible companies.

Who are we?

We are a purpose-driven law firm using the power of business and non-profit approaches to solve social and environmental problems.

↓ [See what we are working on](#)

Who is Frank Bold?

Everything we do is based on two principles — being *frank* about your reasons and being *bold* about your actions. Does it sound like a name to you? Meet **Frank Bold**.



Employee onboarding

What is employee onboarding?

- Also = *organizational socialization* (differences?)
- The process of introducing a newly hired employee into an organization
- From an outsider → to an insider
-

Group discussion assignment

Think about **the onboarding process and its goals** from the perspective of:

The new employee:

Imagine you are a newly hired employee. How do you feel before you start the job and on your first day? What do you need? What do you expect? What do you hope for?

The organization / company:

Why is the onboarding process important for the organization? What do you need to instill in the new employee, what kind of information do you need to give them etc.?

Take notes and be ready to share your ideas with the rest of the group. If any questions come up, write them down as well.

Group discussion – results, ideas

Employee onboarding

Employee perspective



Organization/company perspective



Employee onboarding?

- Organizational socialization, new employee socialization, onboarding
- The process of introducing a newly hired employee into an organization
- From an outsider → to an insider
- Clarity, Compliance, Culture (formal, informal), Connection (communication)
- Performance, Productivity
- Employee engagement, satisfaction, retention

Case study: Onboarding process at Frank Bold

Onboarding: overview

Why

make the new employee feel welcome and a part of the team, excited and ready to work; company information and company culture, expectations, 'how we do things'...

When, timeline

starts before 'Day 1' (after offer is extended and accepted), until 3-5 months since the starting date

Who

HR (with the help of automatization), administrative and financial team, team leader (manager), CEO, (PR), others as relevant

Special situations

change in role / new position, intern to employee, coming back from maternity/parental leave, etc. + new managers/team leaders

Onboarding timeline



Decision to
hire / offer
accepted

First day

1 month

3 months

5 months

Onboarding timeline



**Decision to
hire / offer
accepted**



First day

1 month

3 months

5 months

From decision to hire to Day 1



Personal form (personal data, preferred name, photo)

Team leader - onboarding and practical info

Job description

Paperwork (contracts etc.)

Personal files, financial info/documents

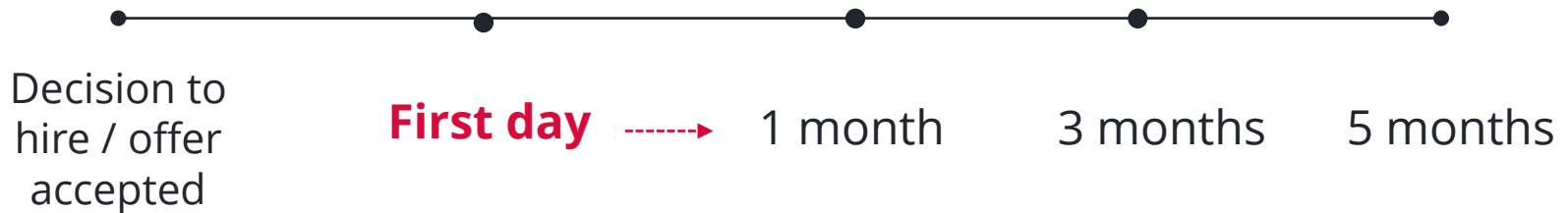
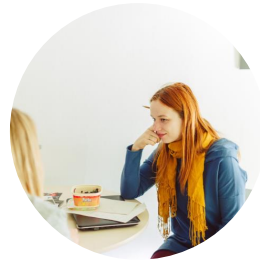
Workplace preparation, IT

First communication (email, personal), values, mission and other documents

Onboarding timeline/checklist

Organogram update

Onboarding timeline



First day(s)



Welcome, introductions

HR --

- onboarding session (basic information about the organization, organizational structure, mission, values, company culture, internal communication...)
- any remaining paper work
- ongoing communication and support!

Team leader, team --

- meeting with the team leader (practical information, relevant guidelines...)
- meeting the team, possibly a team meeting
- Introductory/welcome email

Administrative team, office manager --

- office 'tour', workstation
- IT, equipment, technology, contacts

Onboarding timeline



First 3 months



End of 1st month – meeting with a team leader, feedback, support

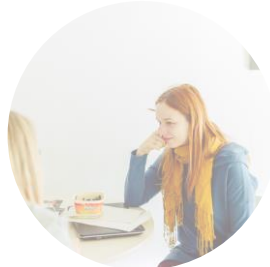
HR check-in with the new employee

HR check-in with the team leader

Other relevant meetings, e.g. PR, sales

(CEO meeting – company values)

Onboarding timeline



Decision to
hire / offer
accepted

First day

1 month

3 months



5 months

3-5 months



3 months = **End of probation period**

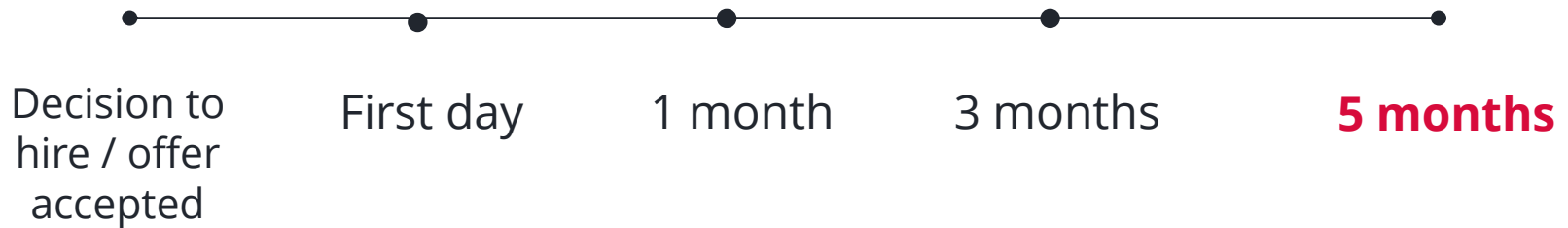
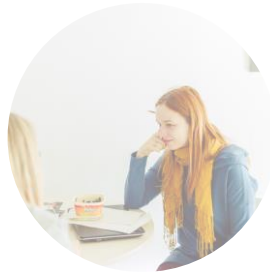
- First 'strategic' interview (appraisal) with the team leader, setting goals for the next 6 months
- HR interview (feedback)
- Benefits, benefit system
- Website – photo, bio

Business cards (if not already done)

(CEO meeting – company values)

Any other remaining onboarding tasks

Onboarding timeline





Any questions?

Before
we finish...



Final thoughts and takeaways

Take a minute or two to think about what you heard and what we discussed today.

What (new) information are you leaving with?



Go to www.menti.com and use the code **5576 6686**

appraisal

perfect feedback
strategic interview
familiar
necessity of awareness
useful employee evaluation
before the first day
balanced expectation
probation period

role change

Thank you!