

A woman with dark curly hair and glasses is looking down at a laptop. The background is a blurred library or office setting with bookshelves. The entire image has a blue overlay.

EMPLOYEE ONBOARDING GUIDE

Improve Organizational Success
by Supporting Employee Success

ONLINE COURSES, LEARNING MANAGEMENT SYSTEM (LMS) & MORE

We offer 3,000 elearning courses, an LMS, mobile learning apps, and more to help your organization onboard employees effectively, efficiently, and comprehensively in the following industries:

- Industrial & Manufacturing
- Facilities Management & Facilities Maintenance
- Architecture, Engineering & Construction (AEC)

LEARN MORE

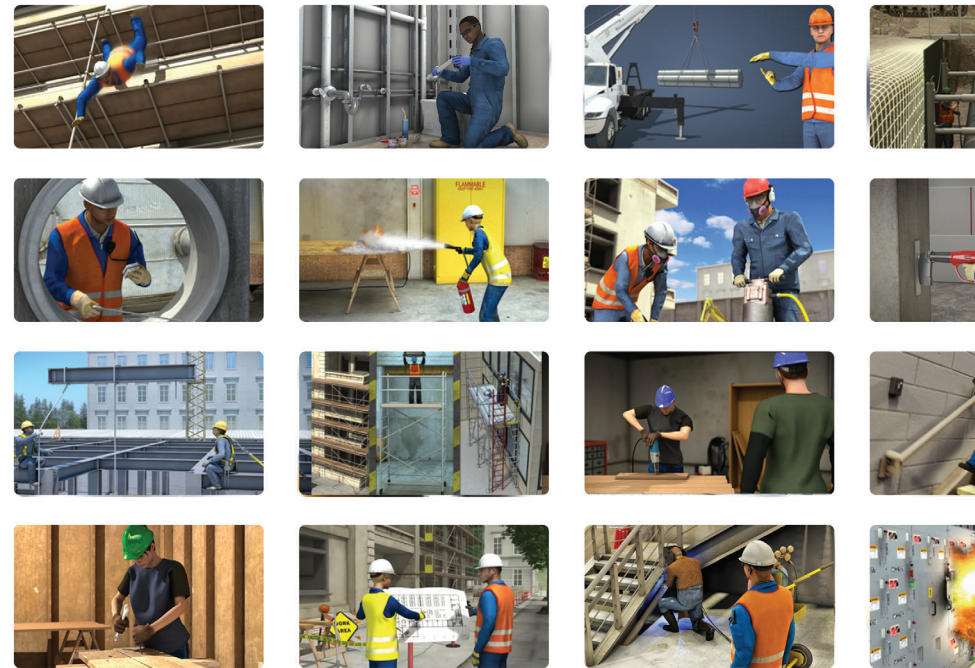


TABLE OF CONTENTS

I. What Is Onboarding?, [Page 5](#)

- The Current State of Onboarding Today: A Quick View, [Page 5](#)

II. More on Onboarding, [Page 9](#)

- Onboarding for Whom?, [Page 9](#)
- Onboarding & Orientation, [Page 10](#)
- Who Facilitates Onboarding?, [Page 11](#)
- How Long Does Onboarding Continue?, [Page 12](#)

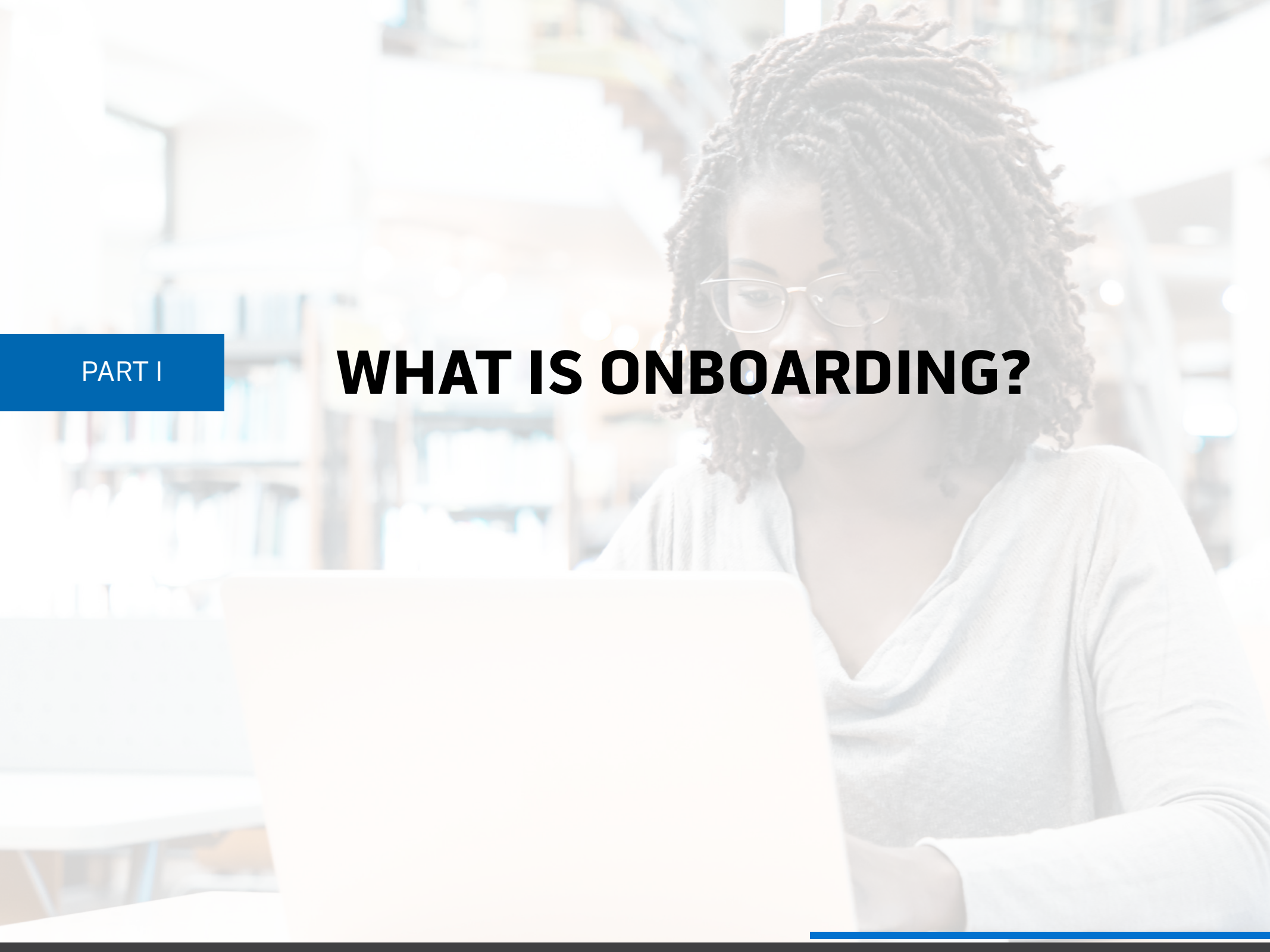
III. Four Phases of Onboarding [Page 14](#)

- Phase 1: Pre-Onboarding, [Page 15](#)
- Phase 2: Orientation, [Page 16](#)
- Phase 3: General or Organization-Wide Onboarding, [Page 17](#)
- Phase 4: Job-Specific Onboarding, [Page 19](#)

IV. Sample Onboarding Checklist, [Page 20](#)

V. Online Training Tools to Assist with Employee Onboarding, [Page 30](#)

VI. Partnering with Vector Solutions for Employee Onboarding & Other Training Programs, [Page 34](#)

A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. She is wearing a light-colored, long-sleeved top. The background is a blurred library or study area with bookshelves filled with books. The overall lighting is bright and natural.

PART I

WHAT IS ONBOARDING?

WHAT IS ONBOARDING?

Onboarding is a process by which an organization integrates an employee into the organization and their new job role, if the employee is a brand-new hire, or integrates an employee into a new job role, if the employee had been with the organization earlier and is simply changing jobs.

The purpose of onboarding is to assist and support the worker, making it easier for the worker to:

- Learn about your organization, including mission, values, culture, people, products, industry, and work processes
- Understand and meet the expectations of their new job
- Acquire the necessary knowledge and skills to perform their job competently in a quick, efficient, and comprehensive manner
- Get to know their coworkers, managers, and direct teammates
- Learn where to find information they'll need at times on the job
- Get partnered with a work buddy and a mentor
- Receive helpful, periodic feedback from their manager
- (And yes), Complete paperwork from HR and similar departments (more on this soon)



THE CURRENT STATE OF ONBOARDING TODAY: A QUICK VIEW

It is well known that attracting, hiring, and training new workers is expensive and time-consuming. And it's equally well-known that employees often leave an organization within the first months or years after they were hired. After making that initial investment in the worker, the organization is then forced to return to square one and incur all the original expenses of hiring and training again. All of this means it's critically important to provide resources and support to newly hired workers so they're more likely to stay with your organization for an extended amount of time.

Designing and delivering supportive employee onboarding programs can greatly increase new employee satisfaction and engagement, leading to higher employee retention rates and reducing those costs associated with recruiting, hiring, and training new talent.

For example, according to [The Employee Experience Advantage](#) by J. Morgan (2017), “almost one third of employees employed in their current job for less than six months are already job searching” and “a full one-third

of external new hires are not with the organization within two years.” Likewise, [Forbes](#) notes, quoting a report from Experian, that “more than half of all employees who left their job in the past year did so within the first 12 months.”

The good news, according to [Lombardi and Laurano](#), is that “formal onboarding increases the chances of keeping a new employee for at least three years.” And according to [Brandon-Hall](#), “great employee onboarding can improve employee retention by 82% and productivity by more than 70%.”

So onboarding can be a powerful solution to this problem. But, onboarding has to be designed and implemented effectively, and [Boatman and Erker](#) report that “only half of new hires rated their onboarding programs highly.”

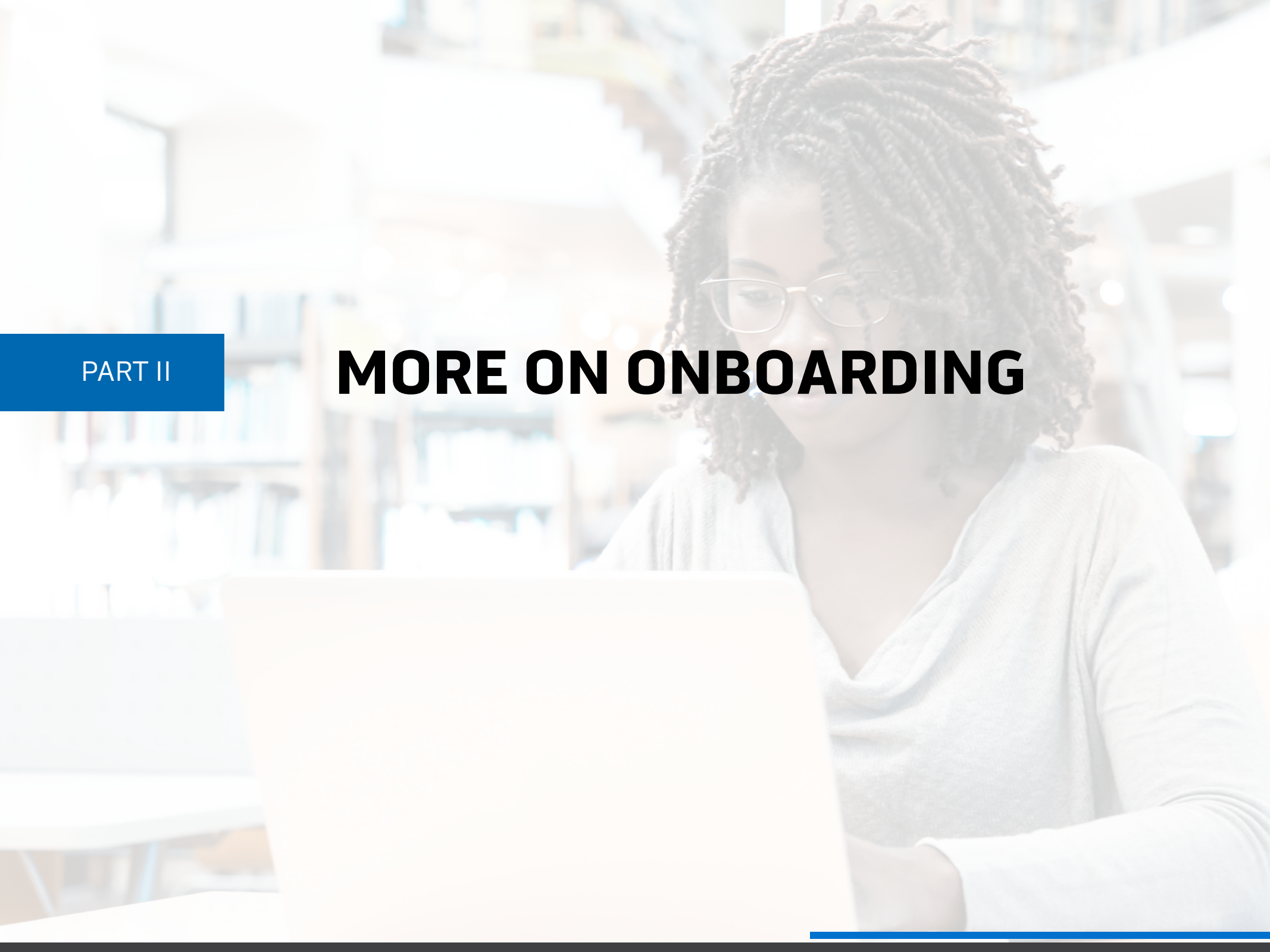
In this guide, we'll give you the tools you need to onboard your employees effectively; improve employee satisfaction, engagement, and retention; and cut costs related to losing employees so early in their employment lifecycle.

“ Nearly 1/3 of employees are job searching within six months on a new job and fully 1/3 of external new hires have left within two years of their hire date ”

– J. Morgan, The Employee Experience Advantage

Here are just a few more statistics about the state of onboarding today. These statistics clearly illustrate the cost of not providing effective onboarding to employees. And keep in mind, if you're reading this guide during 'The Great Resignation' of 2022, the need for effective onboarding is even great than it has been at other times.

- [Work Institute](#): Career development is the leading reason people leave their jobs
- [LinkedIn](#): 94% of employees say they'd stay longer with a company if that company helped them learn
- [Gallup](#): Only 29% of new hires say they feel fully prepared and supported to excel in their job roles after their onboarding experience
- [Digitate](#): 20% of new hires say they're unlikely to recommend an employer to a friend or family member after their new hire onboarding experience
- [Gallup](#): Only 12% of employees say their organization does a "great" job of onboarding employees, meaning 88% of employees were less enthusiastic about the onboarding they received
- [Bonus.ly](#): 31% of employees report having left a job within the first six months
- [Apollo Technical and SHRM](#): It's estimated that the average cost-per-hire for a new employee is \$4,129

A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. She is wearing a light-colored, long-sleeved top. The background is a blurred library or study area with bookshelves filled with books. The overall lighting is bright and natural.

PART II

MORE ON ONBOARDING

MORE ON ONBOARDING

In the following sections, we'll address some common questions and issues related to onboarding employees.

Onboarding for Whom?

As we've already noted, employee onboarding programs are really for two types of employees:

- Newly hired employees who are entirely new to the organization
- Employees who've been with the organization but are moving into a new role

People often think of onboarding as something organizations do for employees who are entirely new to the organization. And there's no doubt those employees can benefit greatly from onboarding, including its introduction to the organization itself; its place in the industry; its mission, values, and culture; its work processes, and so on.



Entirely new to organization and job.



Has been with organization, but moving to new role.

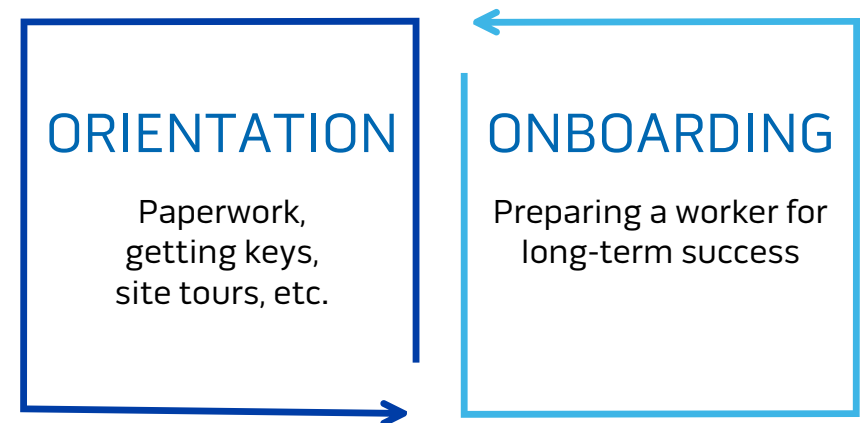
However, some organizations fail to provide onboarding to employees who are simply moving into a new job role within the organization. Yet these employees would still benefit from support as they move into and learn how to perform their new job. And additionally, because it may have been quite some time since they were brand-new employees and received their initial onboarding, there may be quite a few organizational changes they are not up-to-date on.

ONBOARDING & ORIENTATION

Onboarding is sometimes, perhaps often, confused with orientation. But these are not different words for the same thing. Instead, it's best to think of orientation as part of the onboarding process, or to think of orientation as something that happens concurrently with the earliest stages of the onboarding process.

Various sources offer slightly different definitions of these two terms, but the explanations below offer a simple way to think of these two different, though essential, processes.

1. **Orientation:** Orientation happens in the first days or weeks of the new employee's start date. It focuses on things like explaining where to park; showing the new worker his or her desk; getting the worker a key card and computer; introducing the worker to the organization's mission, values, and culture; and having the worker fill out paperwork and forms necessary for employment (regarding paycheck deposits, retirement fund selections, non-disclosure agreements, and so on). Note that some of this can even be completed before the worker's first day.
2. **Onboarding:** Onboarding is a process that begins on the first day of employee but takes months or even a year to complete. The focus of onboarding is on supporting the worker with training, resources, and feedback until he or she can competently perform the new job role.



The most important thing to remember is that orienting a new worker by having them fill out paperwork and giving them an office tour isn't the same as onboarding. The dividing line between orientation and onboarding isn't written in stone, and for example if you think of explaining the organization's mission, values, and culture to the worker as onboarding and not as orientation, that's fine.

WHO FACILITATES ONBOARDING?

Onboarding employees is not a one-person, or one-department, job. Instead, when done well, it's a coordinated, multi-person, multi-department effort.

Consider including representatives of the following to help design, develop, and deliver a great onboarding experience for your employees:

- Human Resources (HR)
- Learning & Development
- Safety
- Security
- IT
- Department-level Managers
- Upper Management

Naturally, some departments will be involved more in onboarding and some will be involved less. And some may be involved at different times throughout onboarding. We've explained this. But all can play a productive, helpful role in helping acclimate a new employee to the new work position.



HOW LONG DOES ONBOARDING CONTINUE?

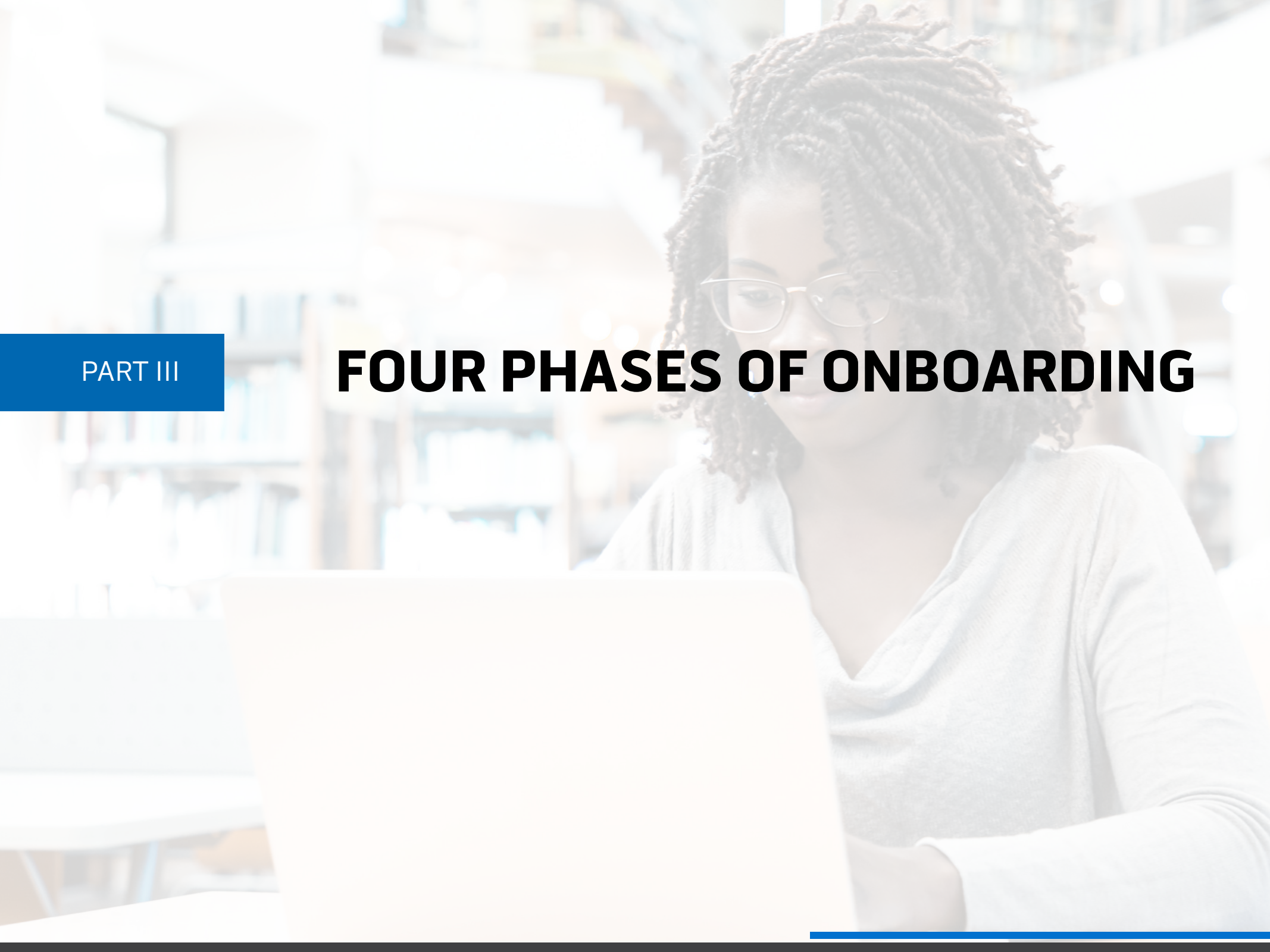
We've mentioned previously that onboarding is often confused with orientation, and that confusion is related to another common misconception related to onboarding.

Onboarding is sometimes thought of as something that lasts part of a day, or a day, or two days, or perhaps a week. But that's not enough time to fully support a worker while he or she is learning to perform a new job.

Instead, a well-designed onboarding program may continue for as long as a year, with routine "check-in" points along the way, such as at one week, two weeks, a month, three months, six months, nine months, and a year.

CALENDAR

JANUARY							FEBRUARY							MARCH						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11							1	8	9	10	11	12	13	14
12	13	14	15	16	17	18								15	16	17	18	19	20	21
19	20	21	22	23	24	25								22	23	24	25	26	27	28
26	27	28	29	30	31									29	30	31				
APRIL							MAY							JUNE						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2			1	2	3	4	5
5	6	7	8	9	10	11								7	8	9	10	11	12	13
12	13	14	15	16	17	18								14	15	16	17	18	19	20
19	20	21	22	23	24	25								21	22	23	24	25	26	27
26	27	28	29	30										28	29	30				
JULY							AUGUST							SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11								6	7	8	9	10	11	12
12	13	14	15	16	17	18								13	14	15	16	17	18	19
19	20	21	22	23	24	25								20	21	22	23	24	25	26
26	27	28	29	30	31									27	28	29	30			
OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3										1	2	3	4	5
4	5	6	7	8	9	10								6	7	8	9	10	11	12
11	12	13	14	15	16	17								13	14	15	16	17	18	19
18	19	20	21	22	23	24								20	21	22	23	24	25	26
25	26	27	28	29	30	31								27	28	29	30	31		

A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. She is wearing a light-colored, long-sleeved top. The background is a blurred library or study area with bookshelves filled with books. The overall lighting is bright and natural.

PART III

FOUR PHASES OF ONBOARDING

FOUR PHASES OF ONBOARDING

In this guide we've been discussing onboarding as if it's a one-phased project, but it's helpful to think of it in as many as four different phases.

The different phases occur for different reasons, at different times (although some may be concurrent), for different employee groups, and for different lengths of time.

And as with all models, there's no hard-and-fast rules about exactly which pieces are involved in which phase. There will be shades of gray and differences from organization to organization, and you can think of this however it works best in your organization.

You'll also note that the first phase, pre-onboarding, is described as happening before the new worker's first day on the job. In cases when this isn't possible, pre-onboarding is included in the second and third phases.

Phase 1:
Pre-Onboarding

Phase 2:
Orientation

Phase 3:
General
Onboarding

Phase 4:
Job-Specific
Onboarding

Phase 1: Pre-Onboarding

The idea of pre-onboarding is to get some of the onboarding and orientation materials to the new employee before his or her first day of work. This can be done in person, by using normal mail, or through electronic means, including email and the Internet.

Providing some of this onboarding information to the employee before the first day helps to reduce the “fire hose” nature of a lot of onboarding and orientation programs, in which the employee is overwhelmed with more information than they can process and asked to make decisions before they’ve fully thought them through.

Another benefit is that some aspects of the pre-onboarding can help smooth out the details of the employee’s arrival on the first day of work. For example, it may include instructions about how to drive to the workplace, where to park, where to enter the building, and who to meet upon arrival.

Here’s an example of the type of things that your organization might include in this initial phase of the onboarding process. Note this may happen via email or mail and may take place in one communication or more than one:

- Address of workplace and driving/transportation directions
- Where to park
- Where to enter the building
- Whom to meet upon arrival
- Information about when, how, and from whom the employee will get card key, office key, badge, or similar
- The organization’s mission and value statements
- The organization’s employee handbook
- Information about employment benefits (time off, sick days, medical insurance, retirement plans, etc.) and related paperwork to fill out (even if employee doesn’t have to complete this before arriving on day one)
- Links to the company website and social media channels
- Information about coordinating with IT and about important cybersecurity policies
- A checklist of the next steps the employee can expect as part of the onboarding process (through entire four-phase onboarding process)

Phase 2: Orientation

As noted above, orientation may actually begin in Phase 1, Pre-Onboarding, when your organization provides the new employee with access to things like the employee handbook, information about employment benefits, and blank forms the employee will ultimately

have to fill out for HR as well as information such as where to park and where to enter the building.

On the first day(s) of employment, however, that orientation will continue. For example, although employees will have had a chance to look at information about their employee benefits already, HR may explain the benefits package again and answer any questions employees may have.

During orientation, the organization can continue assisting workers with things like HR paperwork as well as:

- Introducing the new employee to other new employees in the onboarding session
- Providing the new employees with a tour of the workplace
- Show the employee where he/she will work

- Setting the worker's work area up (office, desk, computer, etc.)
- Introducing the worker to key organizational personnel—HR, IT, Safety, Security
- Providing key information and training regarding things such as Safety, Security, and important workplace policies such as the emergency exit plan, sexual harassment and DE&I/non-discrimination policies, and so on)

Orientation activities are typically led by HR although, as you can see above, there's opportunity for others to help orient new workers as well, such as IT, Safety, and Security, and L&D can play a helpful role, too.

This orientation during the early days of employment may overlap with and coincide with Phase 3, General Onboarding, as described below.

Phase 3: General Onboarding

If orientation is more concerned with paperwork and general workplace policies, general onboarding is the first of two phases dedicated to helping the new employee succeed in his or her new job. Onboarding is divided into two phases, as noted below:

- General onboarding (phase 3), which focuses on organization-level material that's relevant to all workers
- Job-specific onboarding (phase 4), which focuses on department- and job-level material that's relevant to specific employees based on job

General onboarding generally occurs within a shorter time frame than does role-specific onboarding, and may take place during the first day, days, or week of employment. During general onboarding, consider including things like:

- The organization's history, mission, vision, values, and goals (it's ideal if the CEO or someone from upper management can deliver this part of onboarding, even if it's via a virtual conferencing/webinar tool or a recorded video)
- An introduction and explanation of the organization's culture

- An explanation of your organization's market
- An explanation of your organization's brand
- What differentiates your organization within your market
- An explanation of who your customers are; what their needs and concerns are; and how your company satisfies those needs
- A high-level overview of your work processes and products
- A high-level view of some of the tools your organization uses to get work done (example: email programs, Slack channels, online collaboration tools) and how they're used
- An organization chart (if possible, including photos of employees)
- An explanation of where/to whom employees should look for assistance on larger, organizational-level issues

General onboarding is also typically led by HR, although it may have more influence from L&D and strongly benefits from the participation of top management as well.

Especially during the first days, if possible, it's a nice idea to organize a group lunch so all employees being onboarded (plus organization representatives involved in onboarding) can take a break and get to know one another better. It's also a nice idea to arrange something similar so newly hired workers can meet and socialize with their new manager and teammates as well.



Phase 4: Job-Specific Onboarding

The fourth phase of onboarding is job-specific onboarding. Although the four phases are presented here in numerical order, that doesn't mean they each occur in a strict chronological sequence. So it's possible that some parts of job-specific onboarding will occur on

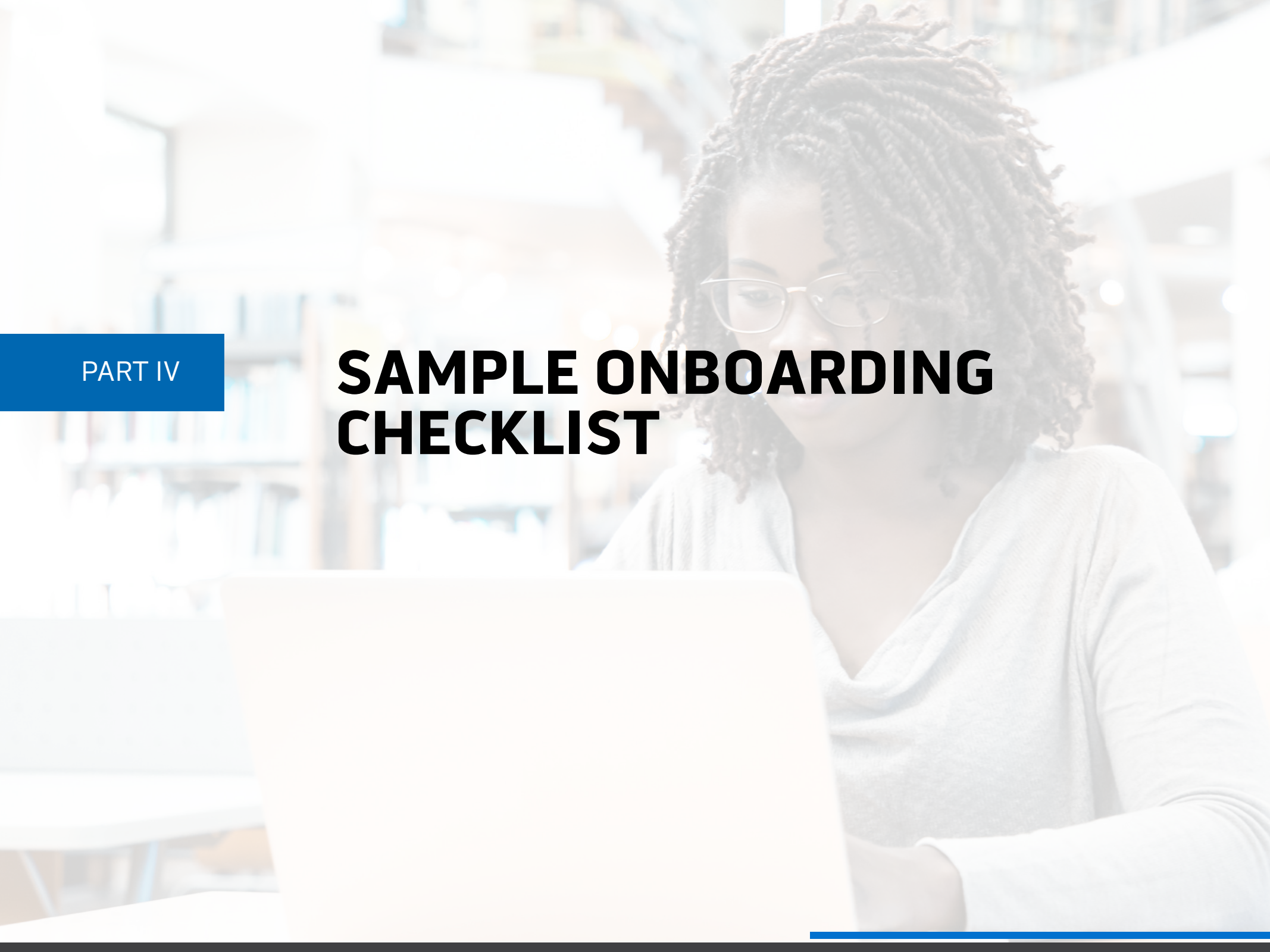
the employee's very first day of employment and that job-specific onboarding will occur while orientation and general onboarding is also taking place.

During job-specific onboarding, the employee will be introduced to and supported in his or her efforts to learn to succeed on the job. As a result, the employee's supervisor or manager will take the lead in supporting the new employee in this phase, although others we've mentioned earlier (especially L&D and HR) may continue to play a role.

Job-specific onboarding is a much longer process than the other onboarding phases we've discussed. In fact, it's common and may be considered best practice for job-specific onboarding to last 12 months. Here are some of the things to include in job-specific onboarding:

- Introducing new employee to his or her teammates (consider a team lunch or similar)

- Assigning a workplace buddy to help the new employee navigate the new workplace and workplace relations
- Assigning an experienced team member to act as a mentor for the new hire (not this is not the same person as the workplace buddy)
- Explanation of what will be a "typical day at work" for the new employee
- Explanation of job requirements and expectations
- A first-day job assignment
- A comprehensive training program designed to help the new worker acquire necessary knowledge and skills to perform the job at a competent level (note this should be a "training path" that is stretched out over time, not compressed into an impossibly short time-frame)
- Regular "check-ins" with the department manager to get helpful, constructive feedback on job performance, to help answer questions, and to guide the employee's development
- Explanation of routine scheduled onboarding milestones, often conducted at one week, two weeks, a month, three months, six months, nine months, and a year after initial employment (it can be helpful to provide the employee with a checklist of all requirements, expectations, and onboarding activities during this meeting)

A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. She is wearing a light-colored, long-sleeved top. The background is a blurred library or study area with bookshelves filled with books. The overall lighting is bright and natural.

PART IV

SAMPLE ONBOARDING CHECKLIST

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Use this checklist—or modify it to create your own—to make sure you’re creating a best-in-class onboarding experience for your organization’s employees!

Remember that the distinctions between the different phases are not exact and you may include something we’ve listed in one phase in a different — and that’s fine.

Onboarding Phase 1: Pre-Onboarding

What to do or include:	Done?	Notes?
Address of workplace and driving/transportation directions		
Where to park		
Where to enter the building		
Whom to meet upon arrival		
Information about when, how, and from whom the employee will get card key, office key, badge, or similar		
The organization’s mission and value statements		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding Phase 1: Pre-Onboarding

What to do or include:	Done?	Notes?
Information about employment benefits (time off, sick days, medical insurance, retirement plans, etc.) and related paperwork to fill out (even if employee doesn't have to complete this before arriving on day one)		
Links to the company website and social media channels		
Information about coordinating with IT and about important cybersecurity policies		
A checklist of the next steps the employee can expect as part of the onboarding process (through entire four-phase onboarding process)		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding Phase 2: Pre-Onboarding

What to do or include:	Done?	Notes?
Introducing the new employee to other new employees in the onboarding session		
Providing the new employees with a tour of the workplace		
Show the employee where he/she will work		
Setting the worker's work area up (office, desk, computer, etc.)		
Introducing the worker to key organizational personnel—HR, IT, Safety, Security		
Providing key information and training regarding things such as Safety, Security, and important workplace policies such as the emergency exit plan, sexual harassment and DE&I/non-discrimination policies, and so on)		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding, Phase 3: General or Organization-Wide Onboarding

What to do or include:	Done?	Notes?
The organization's history, mission, vision, values, and goals (it's ideal if the CEO or someone from upper management can deliver this part of onboarding, even if it's via a virtual conferencing/webinar tool or a recorded video)		
An introduction and explanation of the organization's culture		
An explanation of your organization's market		
An explanation of your organization's brand		
What differentiates your organization within your market		
An explanation of who your customers are; what their needs and concerns are; and how your company satisfies those needs		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding, Phase 3: General or Organization-Wide Onboarding

What to do or include:	Done?	Notes?
A high-level overview of your work processes and products		
A high-level view of some of the tools your organization uses to get work done (example: email programs, Slack channels, online collaboration tools) and how they're used		
An organization chart (if possible, including photos of employees)		
An explanation of where/ to whom employees should look for assistance on larger, organizational-level issues		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding, Phase 4: Job-Specific Onboarding

What to do or include:	Done?	Notes?
Introducing new employee to his or her teammates (consider a team lunch or similar)		
Assigning a workplace buddy to help the new employee navigate the new workplace and workplace relations		
Assigning an experienced team member to act as a mentor for the new hire (not this is not the same person as the workplace buddy)		
Explanation of what will be a “typical day at work” for the new employee		
Explanation of job requirements and expectations		
A first-day job assignment		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

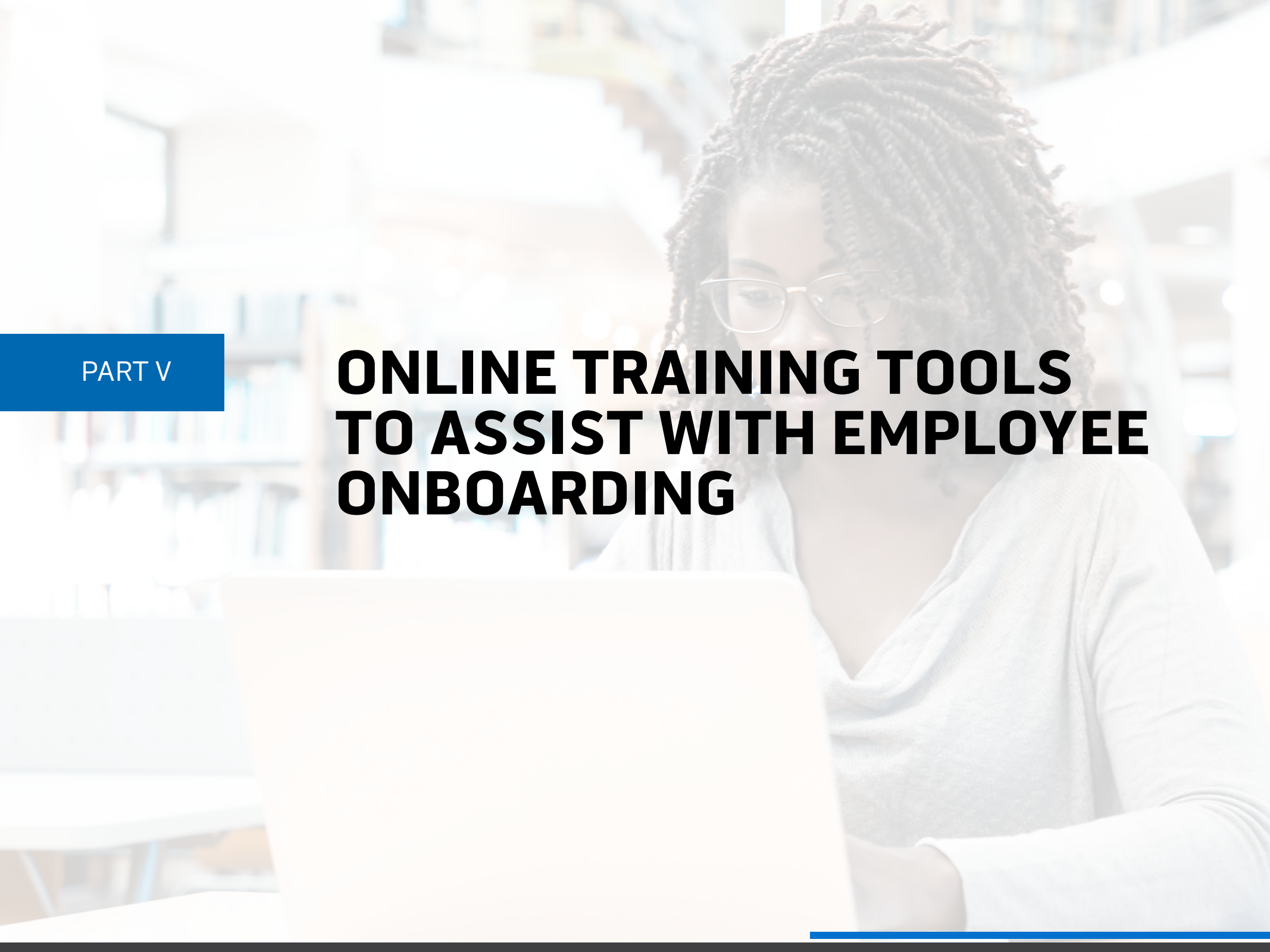
Onboarding, Phase 4: Job-Specific Onboarding

What to do or include:	Done?	Notes?
A comprehensive training program designed to help the new worker acquire necessary knowledge and skills to perform the job at a competent level (note this should be a “training path” that is stretched out over time, not compressed into an impossibly short time-frame)		
Regular “check-ins” with the department manager to get helpful, constructive feedback on job performance, to help answer questions, and to guide the employee’s development		

SAMPLE EMPLOYEE ONBOARDING CHECKLIST

Onboarding, Phase 4: Job-Specific Onboarding

What to do or include:	Done?	Notes?
Explanation of routine scheduled onboarding milestones, often conducted at one week, two weeks, a month, three months, six months, nine months, and a year after initial employment (it can be helpful to provide the employee with a checklist of all requirements, expectations, and onboarding activities during this meeting)		

A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. The background is a blurred library with bookshelves. A blue horizontal bar is on the left side of the image.

PART V

ONLINE TRAINING TOOLS TO ASSIST WITH EMPLOYEE ONBOARDING

ONLINE TRAINING TOOLS TO ASSIST WITH EMPLOYEE ONBOARDING

Online training platforms, including but not limited to elearning courses, virtual instructor-led training, mobile learning apps, and learning management systems (LMS) are basically essential for modern workplace training needs, including new employee onboarding training.

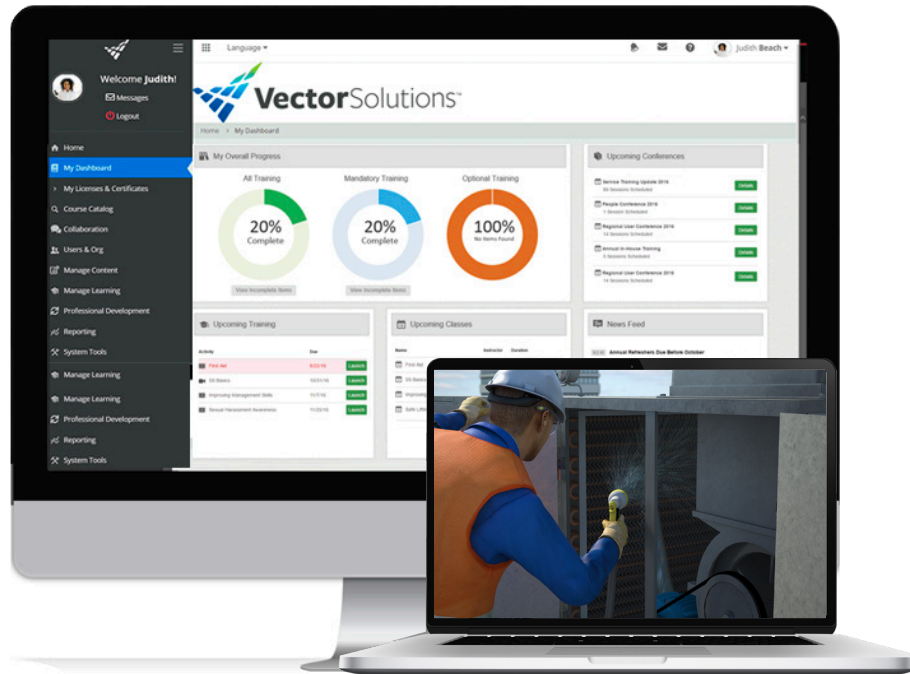
Although online training includes many components, the two primary ones are a learning management system (LMS) and elearning courses. We'll briefly describe both below.

A learning management system, or LMS, is a web-based software application used to manage and administer training programs. Although an LMS is a web-based tool, they can be used to manage and administer all training, including training that occurs online as well as offline in the real world (such as on the job or in a classroom). Below is a short overview of the powers and features most learning management systems provide:

- Import & create user records for each member of your organization (including employees and system administrators, such as managers and supervisors)

- Import training materials, such as elearning courses, videos, PowerPoints, and PDFs
- Create online training materials, such as online quizzes, checklists, and surveys
- Assign training materials to workers based on name, job role, department, site, organization, etc.
- Notify workers (and/or their managers) of training assignments
- Notify workers when training due dates are approaching
- Credit workers for completed training
- Keep track of training expirations and recurrent training needs, when relevant
- Store records of completed training
- Run reports on completed training
- Sync with other workplace software systems, such as your HR/HRIS software

Learning management systems take much of the time-consuming clerical and logistical tasks out of training administration. They make it easier to provide standard, consistent training to employees while also making it easier to personalize training assignments so they're relevant to the worker's training needs.



Additionally, your employee onboarding may include any number of appropriately-selected elearning courses to help train your new employees. These elearning courses may be custom courses your organization creates using elearning authoring tools; custom courses made on your behalf by a training provider; or off-the-shelf elearning courses made by a training provider.

Any well-designed training program should be a blended learning program that includes training that occurs online as well as training that occurs in the real world (plus utilizes other, non-training learning opportunities that occur on the job daily). Additionally, a well-constructed onboarding program can make great use out of using both off-the-shelf training content for general needs as well as custom training content made to match the workplace's specific workplace processes and job tasks.

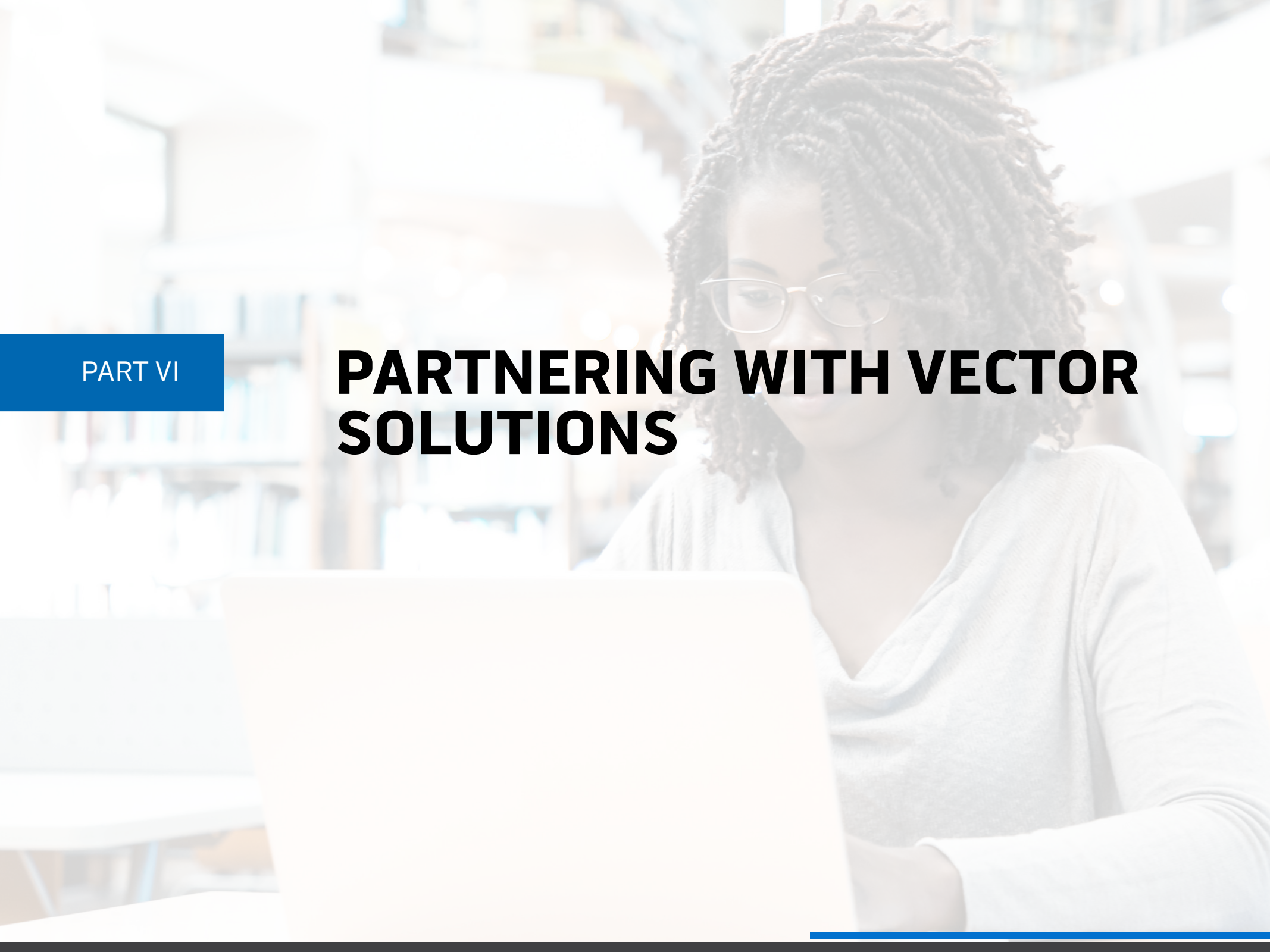
When looking to partner with a training provider to get off-the-shelf elearning courses for your onboarding program and other training needs, here are some things to consider:

- Does the training provider create training material make training materials specifically for your industry and in consultation with experts within your industry?
- Does the training provider create training materials that illustrate workers performing the authentic job tasks of the workers in your industry you'll be trying to onboard?
- Does the training provider employ in-house experts in instructional design and people with real subject-matter expertise in your industry and the job tasks your workers will need to perform?
- Does the training provider create engaging training materials that will attract and hold workers' attention and help to facilitate learning?
- Does the training provider creating elearning courses that properly blend illustrative visuals and explanatory audio narration to increase learning benefits?
- Do the elearning courses include practice exercises?
- Do the elearning courses include course-ending final tests or assessments?

For more ideas on how to craft a world-class onboarding program that rockets your new employees to success, and how to use a learning management system (LMS) and elearning courses as part of that onboarding program, check out the following resources we've created for you:

- [Beginner's Guide to Online Training](#) (PDF)
- [Beginner's Guide to Online Training](#) (recorded, on-demand webinar)
- [Better Employee Onboarding Programs](#) (recorded, on-demand webinar)



A woman with dark dreadlocks and glasses is sitting at a desk, looking down at a laptop. She is wearing a light-colored, long-sleeved top. The background is a blurred library or study area with bookshelves filled with books. The overall lighting is bright and natural.

PART VI

PARTNERING WITH VECTOR SOLUTIONS

PARTNERING WITH VECTOR SOLUTIONS FOR EMPLOYEE ONBOARDING & OTHER TRAINING PROGRAMS

Vector Solutions makes and offers a learning management system, elearning courses for job training, online continuing education courses for many fields, and licensing & credentialing management services as well as mobile risk-communication platforms, safety management system software, and more.

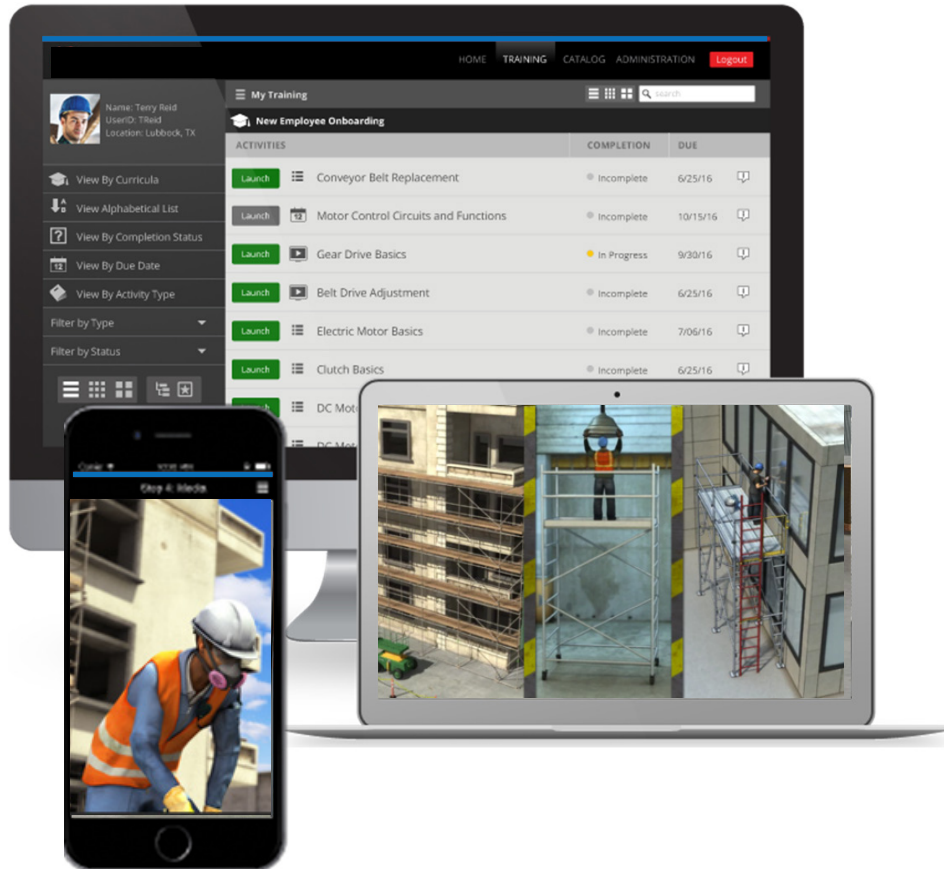
We make training & continuing education for the following industries:

- Facilities Management & Maintenance
- Architecture, Engineering & Construction (AEC)
- Industrial & Manufacturing, including courses of general relevance as well as industry-specific courses:

- » Chemical Processing
- » Corrugated Manufacturing
- » Industrial Maintenance
- » Mining
- » Energy, Oil & Gas
- » Pharmaceuticals
- » Power Generation
- » Pulp, Paper & Tissue Manufacturing
- » Electrical Transmission & Distribution

Learn more about Vector Solutions and our training platform for onboarding, skill development, compliance training, continuing education and more at [our website](https://www.VectorSolutions.com).

TRAINING PLATFORM, CONTINUING EDUCATION, RISK MANAGEMENT, SAFETY MANAGEMENT, AND MORE



We provide training, risk management, and safety management solutions for employers in the following industries:

- Facilities Management & Maintenance
- Architecture, Engineering & Construction (AEC)
- Industrial & Manufacturing

[LEARN MORE](#)