



Charting the Course

An Onboarding Rubric





What the Heck is This?

As you embark on the journey of onboarding new team members, it's super important to have **a clear roadmap to ensure a smooth voyage and avoid any iceberg surprises**. We've all seen "Titanic." No thank you.

This onboarding rubric will help you take the wheel of your onboarding process, ensuring that new hires are equipped with the necessary tools and knowledge to succeed. By using this rubric, you'll be able to **assess the effectiveness of your onboarding program, identify areas for improvement, and ultimately ensure that your new hires are well-prepared to set sail on their journey with your organization**.

We know you've poured a lot of time and energy into your current onboarding program, which is exactly why it's important to stop, take a step back, and give it a good once over. This rubric is intended to empower you, your learners, and your organization. **So, please, don't be too hard on yourself as you complete this assessment. We are all learning and improving every day!**



How Do I Use It?

You'll need a little bit of time to complete the rubric, so grab a tasty beverage, a snack, and your coziest pair of slippers. **You'll assess your onboarding program in each of these three categories: Feedback From New Hires, Effectiveness in New Employee Integration, and Alignment with Organizational Culture & Values**. Then, you'll do a little bit of math (ew sorry) to arrive at **a total score** for your onboarding program.

START ▶

Feedback From New Hires:

Place a check under “Excellent,” “Good,” “Needs Improvement,” or “Poor” for each of the 3 criteria in the table below.

Criteria	Excellent	Good	Needs Improvement	Poor
Overall Satisfaction	New hires express high levels of satisfaction with the onboarding process.	New hires are generally satisfied with the onboarding process.	New hires have mixed feelings about the onboarding process.	New hires are dissatisfied with the onboarding process.
Support & Guidance	New hires feel well-supported and guided throughout the onboarding process.	New hires receive adequate support and guidance.	New hires may experience gaps in support or guidance.	New hires feel unsupported and confused.
Clarity & Organization	Onboarding program is well-organized and easy to follow .	Onboarding program is generally clear and organized .	Onboarding program may be somewhat unclear or disorganized.	Onboarding program is confusing and difficult to navigate.

Effectiveness in New Employee Integration:

Place a check under “Excellent,” “Good,” “Needs Improvement,” or “Poor” for each of the 3 criteria in the table below.

Criteria	Excellent	Good	Needs Improvement	Poor
New Hire Time to Productivity	New hires quickly become productive and contribute meaningfully to the team.	New hires reach productivity levels within a reasonable timeframe.	New hires take longer than expected to become productive.	New hires struggle to integrate into the team and contribute effectively.
Knowledge Transfer	New hires effectively acquire necessary knowledge and skills.	New hires receive adequate training and support.	New hires may experience gaps in knowledge or training.	New hires lack essential knowledge and skills for their roles.
Team Integration	New hires feel welcomed and supported by their team members.	New hires have opportunities to build relationships and collaborate with colleagues.	New hires may experience difficulties in integrating with the team.	New hires feel isolated or excluded from the team.

Alignment with Organizational Culture & Values

Place a check under “Excellent,” “Good,” “Needs Improvement,” or “Poor” for each of the 2 criteria in the table below.

Criteria	Excellent	Good	Needs Improvement	Poor
Cultural Alignment	Onboarding program effectively conveys organizational culture and values.	Onboarding program aligns with key aspects of organizational culture.	Onboarding program may not fully reflect organizational culture.	Onboarding program is inconsistent with organizational culture.
Value Alignment	Onboarding program reinforces organizational values and expectations.	Onboarding program emphasizes relevant values and behaviors.	Onboarding program may not adequately address certain values.	Onboarding program fails to reinforce organizational values.

1 Onboarding Scoring Rubric:

Count the number of responses in each rating category (Excellent, Good, Needs Improvement, Poor) and record them below. (Example: You checked off "Excellent" THREE times in the "Feedback From New Hires" table. You'll write "3" in the square where "Feedback From New Hires" and "Excellent" meet. Repeat for each of the three Onboarding tables you filled out earlier.

RUBRIC

Category	Excellent	Good	Needs Improvement	Poor
Feedback From New Hires				
Effectiveness in New Employee Integration				
Alignment with Organizational Culture & Values				
TOTALS:				

2 Lil' Bit of Math:

Multiply the total of responses in each rating category by the corresponding point value listed in the scoring key below. Then, add up these individual values to get your total score for Onboarding!

SCORING KEY

Rating	Points
Excellent	4
Good	3
Needs Improvement	2
Poor	1

Grab some paper and a giant novelty pencil, and work out the following equations!

$$\begin{aligned} \text{Total \# of "Excellents"} \times \underline{\hspace{2cm}} \text{ 4 Points} &= \underline{\hspace{2cm}} \\ \text{Total \# of "Goods"} \times \underline{\hspace{2cm}} \text{ 3 Points} &= \underline{\hspace{2cm}} \\ \text{Total \# of "Needs Improvements"} \times \underline{\hspace{2cm}} \text{ 2 Points} &= \underline{\hspace{2cm}} \\ \text{Total \# of "Poors"} \times \underline{\hspace{2cm}} \text{ 1 Point} &= \underline{\hspace{2cm}} \end{aligned}$$



TOTAL SCORE

Turn the page to learn more about your total score!



Total Score Interpretation:

Total Score		
100-128 Points	You knocked it out of the park!	The onboarding program is highly effective and meets or exceeds expectations.
80-99 Points	Good job! You're on the path to excellence!	The onboarding program is generally effective, but could be improved in certain areas.
60-79 Points	Great effort! Let's use this data to make some changes.	The onboarding program is not fully effective and requires significant revisions.
0-59 Points	Don't be bummed! Let's get to work!	The onboarding program is ineffective and needs to be completely redesigned.

Now What?

Hey, thanks for using our Onboarding Rubric! We think it's really cool that you're taking the time to evaluate your onboarding programs and that you've chosen our resource to help you achieve your goals!

If your onboarding program needs some TLC, or a total overhaul, we're here to help you every step of the way! **We take an outcome-focused approach to collaboration.** That means your organization's bespoke onboarding program will be the perfect fit for your team's needs. **All on time, on budget, and bullsh*t free!**

Some of Our Services

- Needs Assessment
- Curriculum Development
- Instructional Design
- Content Development
- Evaluation and Measurement
- Future-Proofing
- **IDLance+ Retainer Services**
- LMS Migration
- Course Conversions
- Immersive Experiences
- Quality Assurance
- Project Management
- Planning
- Change Management
- Staffing
- Video Production
- Microlearning
- Gamification
- Translation & Localization
- ILT & VLT
- Accessibility

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