

Onboarding and Induction Framework

ATTRACTION AND RETENTION

A useful onboarding journey helps colleagues understand their role, practise safely and build the relationships needed to contribute. This framework coordinates manager, HR and service-team responsibilities from preparation to ongoing development. It makes learning needs and organisational barriers visible, supporting new recruits, internal moves and returning employees.



THE MODEL AT A GLANCE

The approach

The Role Readiness Pathway connects preparation with guided practice and increasing contribution through five stages. Four readiness strands reveal learning needs and organisational barriers. Role-specific milestones, work evidence and shared support responsibilities guide the next appropriate step into ongoing development.

When to use it

- Completed induction leaves colleagues without access, relationships or role clarity.
- Managers take inconsistent approaches to helping people settle into work.
- Internal moves or returning employees need coordinated support and practice.

What the model covers

Prepare · Orient · Practise · Contribute · Integrate · Clarity · Capability · Connection · Conditions

Value for your organisation

- Defines practical role milestones using relevant evidence of readiness.
- Makes manager, HR and service-team support responsibilities clear and visible.
- Separates learning needs from organisational barriers to confident role contribution.

Put it into practice

Review a recent joiner's plan with the colleague and manager. Separate completed administration from evidence of readiness. Identify the next task, required support and any organisational barrier, then assign owners and agree the next safe responsibility.

Outputs you can use

- Role readiness pathway with specific milestones and evidence of progress.
- Manager and colleague plan defining practice, relationships, priorities and check-ins.
- Readiness and support record separating learning needs from organisational barriers.