

Solar Onboarding Process

- our employees make the difference

- Minimise turnover
- Develop committed, happy, and high-performing employees faster
- Ensure availability of relevant tools, templates and platforms
- Offer new employees predictability and clarity the first 12 months
- Establish a positive addition to Employer Branding in the search for the best people



Pre onboarding

The new employee is excited and curious about starting in Solar. All is prepared, we're ready to start!

- Welcome letter
- IT access
- Assign Buddy
- Training plan
- Prepare work station
- Invite to relevant meetings/ social events
- Inform team/partners



First day!

The new employee feels special, wanted and welcome. The employee is excited about tomorrow!

- Startup meeting
- Tour of the workplace
- Solar Digital Introduction Program
- Welcome pack
- Meet team/partners
- Lunch with team and buddy



0-2 months

Build positive work relationships. Integrate in team. Clarify expectations and job role. Give meaningful tasks/boost self-confidence.

- Introduce to team goals
- Meet relevant partners
- Training IT-platforms
- Assign job tasks
- Documented follow-up meeting
- Buddy-driven activities



3-6 months

Clear view of expectations and responsibilities is established. Employee feels confident and motivated. Basic organisational knowledge.

- Local onsite introduction course
- Documented follow-up meeting

6-12 months

Navigates independently in organisation. Knowledge and fit within organisational culture. Reports high job satisfaction. Independent within all aspect of job role.

- Feed back survey

