

# Vado

## Onboarding Toolkit



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## Summary

Vado provides video streaming learning content to improve individual performance, employee engagement, overall retention, and organization results. Each course contains:

- ✓ A short instructional video (videos are 1 – 2 minutes long)
- ✓ Step by step Implementation Guide
- ✓ Downloadable Job Aid
- ✓ Self Assessment

The learning content is delivered on the Evolve Learning Manager LMS or can be delivered on your LMS.

All of our courses end with a code to show the intended audience:

M=Manager

E=Employee

T=Team

## Onboarding Toolkit

Vado's Onboarding Toolkit contains best practice actions to help engage and socialize the new hire. Actions are sequenced over the first year of employment.

The Onboarding Toolkit contains 25 actions that drive six results:

1. Get to Know Others
2. Understand the Role
3. Understand and Align Goals and Expectations
4. Build a Network
5. Get Feedback
6. Develop Skills and Capabilities

## Onboarding Toolkit

### Get to Know Others

New hires get to know their peers, customers, and others within the company.

Code	Course Result
125t	New hires learn what their peers wished they had known when they first started their job
135t	Team members introduce themselves to the new hire
105m	New hires learn what they can expect from their new manager
120m	Managers learn what is most important to create a great work situation for each new employee
145e	New hires learn more about the company and its customers
150t	Team members discuss the team's overall purpose and deliverables with the new hire

### Understand the Role

New hires learn about their new role and how they will contribute to the team and company.

Code	Course Result
115m	New employees learn how they fit in with the team and how they can contribute to the organization
185t	New hires learn from co-workers why it's great to work for the team and the company
180e	Determine how you make a positive impact on the team and within the company

### Understand and Align Goals and Expectations

New hires become clear on what they must do and achieve within their new role.

Code	Course Result
100e	New hires learn what they must do in the next six months to be a high performing employee
140m	New hires learn what work they must do and what they must achieve in the first few weeks on-the-job
133m	New employees are reconnected to the work they must do and achieve
173e	Get clear on your work priorities for the next six months
195m	New hires get clear on the work and challenges that lie ahead

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### Build a Network

New hires build a network of people who can help them be successful.

Code	Course Result
107e	Find out who can provide the information you need to be successful in your job
130e	New hires get to know their co-workers roles, skills and expertise
183t	Team members help new hires build a network of people within the company
170m	New hires have a network of resources for coaching, feedback and skill building

### Get Feedback

New hires receive feedback on what they're doing well, and what they need to improve.

Code	Course Result
155m	New employees receive frequent coaching and information to ensure the right work is done at the right time
110m	New hires receive feedback on what they've done so far and learn what they must do in the future
175e	Review your current level of performance and determine what you should do going forward
165m	Managers receive feedback from their new hires
190m	New hires receive a review of their performance since starting their new job

### Develop Skills and Capabilities

New hires build the skills and capabilities required to be successful in their current and future role.

Code	Course Result
160m	Know what skills and knowledge the new hire must build to be successful in the new role
163m	New hires explore how they can grow and develop within the company