



## **7 STEPS TO GET STARTED WITH ONBOARDING**

**If you don't currently have an onboarding plan, here are 7 steps you can take to get started.**

1. Gain an understanding of the key benefits of an onboarding plan so that you can effectively communicate what you're doing and why to your current team.
2. Ask the right questions about the role of each new employee: What do they need to know, do and be in order to find success with your dealership?
3. Ensure you have job descriptions and an employee handbook. (HINT: MRAA members can find downloadable samples of these in the Resource Center at [MRAA.com/resource-center](http://MRAA.com/resource-center) under "Workforce")
4. Create a welcome email.
5. Design a plan for the employee's first day.
6. Establish training plans to complete their onboarding.
7. Have tactics in place to keep the employee engaged once they are established in their role.

**Tap into the MRAA Guide to Onboarding and associated checklists to gain insight into how to be successful with each of these steps.**