

STRATEGIC EMPLOYEE ONBOARDING - A ROADMAP TO SUCCESS

PHASE TWO - ORIENTATION

Orientation is the second stop on the onboarding roadmap, occurring within the first few days and spanning the first two weeks. In this stage, new employees move from readiness into understanding. The focus shifts from preparation to context, helping individuals make sense of how their unit fits within OVPR and how their role connects to the broader mission.



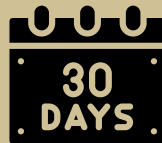
WHY ORIENTATION MATTERS



At the unit-level, orientation establishes a shared foundation through core knowledge, clear expectations, and early relationships.

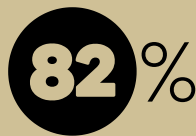
It helps new hires better understand where they are positioned in the organizational landscape, who they work with, and how work gets done within their unit and across OVPR.

BENEFITS OF AN EFFECTIVE ORIENTATION EXPERIENCE



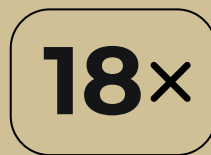
Clearer Role Alignment

Nearly 70% of new employees form early judgments about role fit within the **first 30 days** on the job, which makes early orientation critical



Improved Retention

Units with strong orientation and onboarding see retention rates rise by as much as **82 percent**, helping new employees stay engaged beyond the first year.



Stronger Commitment

Employees with a strong onboarding experience are up to **18 times** more likely to feel committed to their organization.



Increased Productivity

Structured orientation and onboarding are linked with productivity gains of over **70 percent**, helping new hires become confident contributors sooner

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ESSENTIAL KEYS TO A SUCCESSFUL UNIT-LEVEL ORIENTATION



Effective orientation does not happen by chance. While approaches vary across OVPR, strong experiences consistently attend to these core elements.

MISSION, STRUCTURE, AND CONTEXT

Provides an overview of the unit's purpose, how it fits within OVPR, and how individual work contributes to broader research goals.



POLICIES, SYSTEMS, AND REQUIRED LEARNING

Builds awareness of essential policies, systems, and required learning, helping employees navigate expectations and available resources with confidence.



NORMS, COMMUNICATION AND WAYS OF WORKING

Surfaces the shared norms, communication practices, and rhythms that shape collaboration and day-to-day work within the unit.



PEOPLE, ROLES, AND SUPPORT NETWORKS

Introduces key colleagues, partners, and support roles, clarifying where to go for guidance, collaboration, and assistance.



NAVIGATING THE TOOLS AND ENVIRONMENT

Familiarizes employees with physical or virtual spaces, tools, and support channels through tours and guided walkthroughs.



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ORIENTATION IN ACTION

Orientation in action emphasizes experience over delivery, supporting early clarity, connection, and confidence through thoughtful adaptation rather than uniform delivery. In practice, this shows up through three core approaches.

REFLECTING LOCAL CONTEXT

WHAT THIS LOOKS LIKE

Orientation is shaped by the unit's purpose, roles, and ways of working. Content and timing reflect what new employees need to understand in order to navigate daily work and contribute effectively within that specific environment.

PRACTICES TO CONSIDER

- Highlight how the unit's work connects to OVPR's broader mission
- Introduce priorities, rhythms, and expectations that are specific to the unit
- Share examples of how work gets done, decisions are made, and collaboration happens

PACING ORIENTATION OVER TIME

WHAT THIS LOOKS LIKE

Orientation unfolds across the first days and weeks, allowing information to land when it is most relevant. This pacing supports understanding without overwhelming new employees early on.

PRACTICES TO CONSIDER

- Sequence orientation topics rather than delivering everything at once and align them with early milestones and responsibilities
- Revisit key information after initial exposure to reinforce understanding
- Build in intentional pauses for reflection and questions

BUILDING READINESS AND CONFIDENCE

WHAT THIS LOOKS LIKE

Orientation equips employees with clarity about expectations, relationships, and resources so they can engage with their work confidently and productively.

PRACTICES TO CONSIDER

- Clarify short-term expectations and what early success looks like
- Identify key contacts and support roles for common questions
- Reinforce where to go for guidance, feedback, and support