

EMPLOYEE ONBOARDING AND DEVELOPMENT PROGRAM

P PURPOSE

RK HR Consulting welcomes new employees, introduces them to our culture and expectations, and equips them with the tools, relationships, and confidence required for success.

G PROGRAM GOALS

- Create a welcoming and inclusive employee experience from day one.
- Clarify role expectations, priorities, and performance standards.
- Accelerate productivity through training, coaching, and resources.
- Strengthen engagement, retention, and long-term career growth.
- Build a culture of feedback, learning, and accountability.

PROGRAM PRINCIPLES

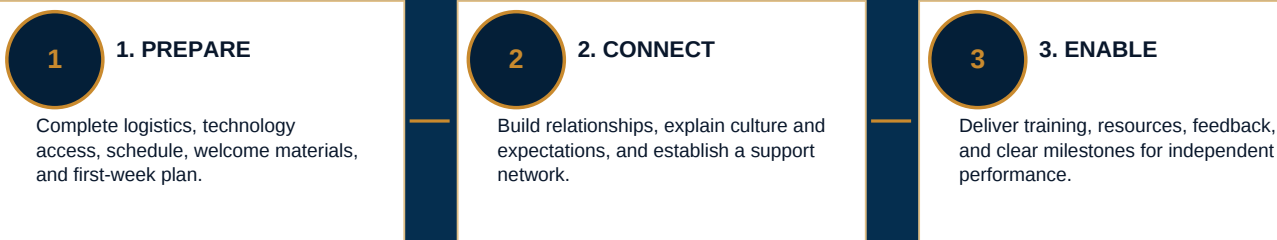
- Personalized
- Inclusive
- Structured
- Collaborative
- Measurable

"A strong start creates lasting performance, engagement, and growth."

ONBOARDING PROGRAM OVERVIEW



90-DAY ONBOARDING JOURNEY



ROLES AND RESPONSIBILITIES



BEST PRACTICES AND SUCCESS MEASURES



A

ACKNOWLEDGMENT OF RECEIPT

By signing below, you acknowledge that you have received, reviewed, and understood the RK HR Consulting Employee Onboarding and Development Program and agree to participate in the activities and development opportunities described.

Employee Name: _____ Signature: _____ Date: _____
Manager / HR Representative: _____ Date: _____