

PLAYBOOK

The Onboarding Playbook

Get new team members productive in 7 days

Slow Onboarding Costs You Weeks

THE PROBLEM

Most businesses take 4-6 weeks to get new hires productive. That is 4-6 weeks of paying someone who is not yet delivering value.

The problem is not the person. The problem is that no one designed the onboarding process.

WHY IT HAPPENS

Onboarding happens ad hoc. New hires get shown around, given login details, and told to ask questions. No structure, no timeline, no accountability.

The solution is not more training. It is a structured 7-day onboarding framework.

Design your onboarding. Productivity follows structure.

The 7-Day Onboarding Framework

1**Systems Access**

Set up all tools, logins, and access permissions. No work starts until systems are ready.

2**Role Clarity**

Define what success looks like, who they report to, and what decisions they can make.

3**Process Training**

Walk through SOPs for their core tasks. Focus on the 3 most important processes first.

4**Shadow Work**

Watch someone else do the work. Take notes, ask questions, but do not do the work yet.

5**Supervised Practice**

Do the work with someone watching. Get feedback in real time, fix mistakes immediately.

6**Independent Work**

Do the work solo. Submit for review before it goes live. Build confidence with safety nets.

7**First Review**

Review what went well, what needs work, and what support they need going forward.

Your Day-by-Day Onboarding Checklist

DAY 1: SYSTEMS ACCESS

- ✓ Create all tool logins
- ✓ Grant access permissions
- ✓ Test all systems work

DAY 2: ROLE CLARITY

- ✓ Review position description
- ✓ Define success metrics
- ✓ Map reporting structure

DAY 3: PROCESS TRAINING

- ✓ Share core SOPs
- ✓ Walk through 3 key processes
- ✓ Answer process questions

DAY 4: SHADOW WORK

- ✓ Observe live work session
- ✓ Take detailed notes
- ✓ Ask clarifying questions

DAY 5: SUPERVISED PRACTICE

- ✓ Complete task with supervision
- ✓ Receive real-time feedback
- ✓ Fix mistakes immediately

DAY 6: INDEPENDENT WORK

- ✓ Complete task independently
- ✓ Submit for review
- ✓ Revise based on feedback

DAY 7: FIRST REVIEW

- ✓ Review week 1 performance
- ✓ Identify support needs
- ✓ Set week 2 goals

Your 90-Minute Implementation Plan

NEXT STEPS

- 1 List all tasks new hires need to learn
- 2 Assign each task to a day (1-7)
- 3 Create checklist for each day
- 4 Schedule the first onboarding session

TIME BREAKDOWN

Total: 90 minutes

- Step 1: List all tasks (30 min)
- Step 2: Assign to days (30 min)
- Step 3: Create checklists (20 min)
- Step 4: Schedule session (10 min)

Common Mistakes to Avoid

WHAT NOT TO DO

Overwhelming New Hires on Day 1

Do not dump everything on them in the first day. Spread it across 7 days so they can absorb it.

Skipping the Shadow Work Phase

Do not skip Day 4. Watching someone else do the work first prevents mistakes later.

Not Documenting the Onboarding Process

If you do not write down the onboarding steps, it will be different every time. Document it.

Letting New Hires Figure It Out Themselves

Sink or swim is not a strategy. Structure beats trial and error every time.

Treating Onboarding as a One-Day Event

One day is not enough. Seven days gives them time to learn, practice, and build confidence.

Not Reviewing Performance After Week 1

Day 7 is critical. Review what went well, what needs work, and what support they need.

Ready to Install Your Onboarding?

Download the Complete Templates

Get the complete 7-day framework, daily checklist, and onboarding templates.

[Download templates](#) →

Book a Strategy Call

I will review your current onboarding process, design a 7-day framework, and show you how to get new hires productive faster.

[Check to see if you qualify](#) →

ABOUT REMOTEE

I help Australian businesses reclaim their time by building compliance-ready delegation systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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