Module 2: Onboarding
Action Plan

This action plan will support you as you establish sustainable and inclusive hiring practices in your organization.

Part 1: Strategy Selection

Select **one** of the following strategies that you would like to accomplish within your organization. Be mindful of the resources available to you to accomplish this and select a strategy that feels realistic. You can always return to this process to create a plan for additional strategies.

Short-Term Strategies

Time Investment	Moderate
Who can implement	Individuals
Financial Investment	None

- Draft a Professional Development plan template for use in your organization

- Determine practical ways to engage in allyship with new and existing colleagues

- Create a 'welcome' template for incoming employees that orients them to the space and organization while reducing the need for new employees to disclose aspects of their identity. This might include things like a map, access to key information such as contacts or IT, etc.

Medium-Term Strategies

Time Investment	Moderate
Who can implement	Collegial or departmental support may be required
Financial Investment	None to Low

- Create a list of internal equity groups or distribution lists that students or new hires can be added to and to utilize as a resource. Create a sustainability plan to ensure this list stays up-to-date.

- Draft an onboarding plan for use across your organization or team

Long-Term Strategies

Time Investment	Substantial
Who can implement	Departmental or organizational culture change required
Financial Investment	Moderate to High

- Audit the mentorship practices that exist in your organization and consider alternatives to incorporate
- Review your workplace accommodation process and implement changes with the support of Senior Management

Part 2: Reflection

Why did you select this strategy? How would it be of value to your organization's efforts towards equitable and inclusive onboarding?

Part 3: Creating an Action Plan

What would 3 major phases in accomplishing this strategy be?
What would 1-2 key milestones be in each of these phases?

Phases	Milestones
Phase Example: Offer a more expansive range of accommodations through the hiring process for equity-deserving students	Milestone 1: Confirm list of accommodations with your organizational head
	Milestone 2: Allocate budget for accommodations within recruitment processes
Phase 1:	Milestone 1:
	Milestone 2:
Phase 2:	Milestone 1:
	Milestone 2:
Phase 3:	Milestone 1:
	Milestone 2:

Small Actions

Let's break this down further. What **2-3 small actions** could you take right now towards achieving **one** of your milestones outlined above?

Example: Research accommodations for both online and in-person workplaces that would be useful throughout the hiring process and compile a list of accommodations you might offer to candidates.

Small Action 1	
Small Action 2	
Small Action 3	

Who might support you and this process?

Example: Colleagues on the HR team, department head, etc.

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What additional resources would you need (e.g. money, time)?

Be specific.

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Part 4: Future Actions

Begin with the small actions you outlined above until you have accomplished **one** milestone. Then, continue to break each milestone down into small, actionable items that you can achieve, eventually completing each phase. Start small and work towards incremental change at the level that aligns with your role in the organization.