



USAID's Engendering Industries Best Practices Framework for Advancing Gender Equality in Male-Dominated Industries:

3.1 Define clear responsibilities for everyone involved in the onboarding process

About Your Gender Equality Plan

The following Gender Equality Plan was generated using Engendering Industries' online tool: [The Best Practices Framework for Advancing Gender Equality in Male-Dominated Industries](#). The best practices listed in this plan were identified and included to fill gender equality gaps at your organization. The information included in your plan provides an overview of how to implement best practices, challenges to implementation, and markers of success. More information and resources for advancing gender equality at your company are available at EngenderingIndustries.org.

Description

Ensure everyone involved, including the manager, HR, other stakeholders, and the new hire, are aware of roles and responsibilities during onboarding^[1]

Make gender-aware and inclusive onboarding a key deliverable for a manager's performance review and/or integrate this into the manager's KPIs

Pay special attention to which tasks are assigned to women and men in the beginning and what support they get (e.g., is there a difference on the first workday between men and women being "served" by support functions in setting up their workplace and systems)

Ensure HR and onboarding managers have received gender equality and D&I training and act as role models that exemplify the company's gender equality and D&I values

Challenges to Implementation

Lack of awareness from management, organization, and peers on how important good onboarding is to create an inclusive workplace

Lack of awareness of HR and support staff of their own biases resulting in differences in supporting women and men in the integration process

What Success Looks Like

New hires feel welcome and fairly treated, they experience an inclusive work culture from day one

Women and men have the same chances to perform soon after onboarding

Management and HR functions have accepted onboarding as a key responsibility

The business case for effective or ineffective onboarding is known

Resources and Tools

Report/Study (incl. Tools): [Onboarding New Employees: Maximizing Success](#) (Society for Human Resource Management)

Article: [Understanding and Designing an Inclusive Onboarding Experience](#) (Medium)

Webinar: [Building an Effective Onboarding Strategy](#) (Ajilon)

Video: [HR Basics: Onboarding](#) (Gregg Learning)

[1] **ONBOARDING.** Also known as “organizational socialization” is the “process of helping new hires adjust to social and performance aspects of their new jobs quickly and smoothly, and learn the attitudes, knowledge, skills, and behaviors required to function effectively within an organization.” (Source: [Panopto, What is Employee Onboarding?](#))