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Abstract

Onboarding, the process of how an employee is oriented from the time of hire through his or her first few months of employment, is an integral part of all businesses. Whether formal or informal in practice, onboarding is essential in bringing an employee up to speed with an organization. Unfortunately, however, many small service-based businesses do not practice any sort of onboarding program. Throughout the pages to follow, I analyze the benefits and best practices of implementing such programs in small businesses. The information gathered is then synthesized into a implementable program for Cole Academy, a dance studio located in Muncie, Indiana. While the program is specific to Cole Academy, it could also be adapted for many similar service-based businesses.

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