**Sample Executive Onboarding Report Summary**

**Your onboarding program should be used as a strategic tool to ensure business impact and increased performance.**

Based on the survey results and follow up in another 6 months, the executives determined that the onboarding program was a success overall and should be continued. Based on the data collected and by direction of the Agency Senior Leadership, adjustments were made, including adding an additional course on understanding and working with cultural differences.

At 3 years, data was collected on the retention rate of the first group to go through the program. It showed that the retention increased from 65% to 82%. After 5 years, the retention increased for this group to 96%. Additionally, the HR department saw an increase in promotions after 5 years on the job.

The organization used components of the program for individuals who were promoted into new roles within the organization to get them up-to-speed as quickly as possible. All individuals who were promoted attended a 1 week training program and assignment of a mentor to help individuals be as effective and efficient in the shortest time possible.