Making the Onboarding Process Inclusive

Step 1: Prepare Easy-to-Read Welcome Materials

- ☐ Review your welcome guide, employee manual, or any other kind of **onboarding material** you have.
- ☐ Check if they are written in simple language, with **short sentences and clear titles**.

Step 2: Assign a Friendly Contact Person

- ☐ Choose a buddy, mentor, or trainer who will be available for questions.
- ☐ Let the new employee know they can ask this person for help at any time.

Step 3: Explain Key Information Step by Step

- ☐ **Introduce the workplace** (who works where, where things are).
- ☐ **Explain**:
  - Working hours and break times
  - How to request time off
  - Where to eat or rest
  - What to do in case of emergency
- ☐ Avoid giving all the information at once. **Spread it out during the first week**.

Step 4: Use Dyslexia-friendly Layout in All Documents

- ☐ Use a **clean sans-serif font** (like Arial or Verdana).
- ☐ **Font size: 12 to 14**
- ☐ **Line spacing: 1.5**

Step 7: Follow Up Regularly

☐	**Ask**: "Was this clear?" or "Would it help if I explained that another way?" when giving explanations.
☐	Set a check-in with you or a chosen employee (buddy, mentor, a member of the HR team) **at the end of the first day, first week, and after one month**.
☐	**Adjust the support** based on feedback.

Common challenges and solutions

Challenge	Solutions
Too much information on day one	Spread onboarding across several days. Give the most important information first and then gradually add more.
Employee forgets some instructions	Give simple written summaries and checklists. Repeat key information.
Training materials are hard to read	Use plain language, images, and a clear layout. Avoid small or fancy fonts. It will take time to adapt all the documents, but once you do it, you will be able to re-use the adapted versions for many years.
The amount of work with onboarding is overwhelming	Remember that you do not have to do everything alone. Depending on the size of your company, you can outsource this task to your HR team or choose a team member responsible for it. If you have to adapt a large number of documents in a short amount of time, you can hire an inclusion expert to do it for you. It is a one-time investment that will save you time and make communication within your company easier in the future.