

SAMPLE ONBOARD PROCESS FOR JUSTICE-INVOLVED WOMEN

STEP 1: PRE-HIRE PREPARATION

- Ensure hiring managers and team members receive training on trauma-informed practices and implicit bias (see VWW's Inclusive Hiring Toolkit for Employers).
- Set up a welcoming communication channel before onboarding.
- Clearly explain the job role, expectations, and workplace culture in accessible language.
- Offer flexibility for start dates if needed due to legal or personal obligations.

STEP 2: FIRST DAY

- Assign a peer mentor or onboarding buddy to help navigate the workplace.
- Create a welcoming and low-stress first day by providing a clear schedule and avoiding overwhelming information.
- Allow time for personal introductions and encourage self-paced familiarization with the workplace.
- Provide clear instructions for workplace expectations, dress code, and performance measures without punitive language.

STEP 3: FIRST WEEK

- Schedule regular check-ins with a supportive supervisor or HR representative.
- Review workplace policies in a way that fosters understanding rather than fear.
- Encourage feedback and open dialogue about any concerns or challenges.
- Identify support resources such as Employee Assistance Programs (EAPs) or external reentry support services.

STEP 4: FIRST 30 DAYS

- Conduct a structured but informal review to discuss progress and challenges.
- Provide clear, constructive feedback with an emphasis on strengths and opportunities for growth.
- Offer skills training or professional development opportunities.
- Reaffirm workplace support and mentorship availability.

STEP 5: FIRST 90 DAYS

- Continue regular one-on-one check-ins to monitor progress and well-being.
- Encourage goal-setting for career advancement within the company.
- Identify additional training or leadership opportunities to foster long-term growth.
- Address any legal, social, or personal barriers impacting work performance with an empathetic approach.

STEP 6: ONGOING SUPPORT & RETENTION

- Provide ongoing access to mentorship, professional growth, and community-building activities.
- Conduct annual trauma-informed training for leadership and peers to sustain an inclusive workplace culture.
- Offer advancement opportunities and pathways for promotion.
- Celebrate milestones and achievements to reinforce positive career progression.