



Employee:



ONBOARDING CHECKLIST

FIRST CONTACT // Preboarding

- 1. Send a welcome email and include a video message.
- 2. Introduce the team (and let the new employee soak up all relevant information).
- 3. Include info about their first day at work (start/end times, dresscode, expectations, etc.) and include address, contact details and program.
- 4. Create a plan for their first day, including all the necessary meetings, introductions, tasks, etc.

FIRST DAY

- 5. Welcome them to the team and explain the plan for the first day.
- 6. List all equipment, keys etc. Notify supervisor. Consider giving the new employee a buddy who can help and guide them.
- 7. Prepare survey: 'How was your first day?' Make it short and sweet!

FIRST WEEK

- 8. Establish the plan for the first week and schedule all the necessary meetings, introductions, tasks, etc.
- 9. Notify the supervisor and make sure to make a positive impact.
- 10. Make the onboarding procedures digital so it's all easy to follow (Tip: HR-ON Staff can help you).

FIRST MONTH

- 11. It's time to evaluate the first month. Get notified and design a meaningful survey and ask for feedback.
- 12. Set new goals and get ready for the future.