NEW HIRE ONBOARDING CHECKLIST

RecruitWest
We Get People.

Onboarding prep

Preparing for your new hire

- Work space, including computer, phone, etc. has been set up e-mail address is set up (through IT)
- Set up mailbox if one exists
- Provide a copy of departmental handbook (if applicable)
- Arrange for any welcoming items or events (door sign, welcome reception, etc.)

WEEK ONE

WELCOME! Have lunch with your new employee.

Meet and greet

- Show workspace/desk and walk around and tour areas of the facility Introduce new employees at meetings, breaks, lunch, etc.
- Explain regular hours, and break times for staff
- Check e-mail, phones and check voicemail are working
- Explain the use of common facilities
- Review and clarify all appropriate safety procedures

FIRST MONTH

Regular Check-ins

- Schedule a 15-minute meeting once a week with the new staff member to check in on "how it's going"
- Review what has already been covered in the above checklist
- Set up some team projects to facilitate integration
- Assign a buddy to the new employee

FIRST 30-60 DAYS

Training & compliance

- Arrange proper training for your new employee. Some training topics include: Compliance, Policies and Procedures, Customer Service, Management and Supervisory Training and Leadership Development
- Schedule check-in meetings at least once a week to ensure the new employee is adapting to the new role.

FIRST 6-12 MONTHS

Monitoring Progress

Regularly meet with new employees to set goals, review performance, and give feedback. Also, ask for feedback about how things are going and if they're getting the support they need from you and others.

Ask new hires if there are learning and professional development opportunities that seem interesting to them. Encourage your new team member to get involved with the community.