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| **New Hire Checklist Template** | |
| **Task** | **Date Completed & By Whom** |
| **Before the new hire starts work:**   * Send a welcome email detailing who they need to report to & when and any parking or access arrangements. Include links to required reading & key company background information so new hire can begin onboarding process * Advise the team of the impending arrival of a new staff member * Select one colleague to act as the new hire’s sponsor – their main go-to person in the workplace * Select a workstation & order any desk supplies or equipment such as cell phone & business cards * Create accounts & provide access to any tools they may need |  |
| **New hire’s first day:**   * Welcome the new recruit & introduce them to their sponsor & team * Orient the employee with office facilities including bathrooms, kitchens, lifts, meeting rooms etc. * Introduce the new staff member to company systems such as the intranet & phones * Complete all paperwork such as logging on to the network & intranet, bank details, tax forms, HR forms etc. * Advise new hire of company history & introduce company mission, vision & values * Ensure sponsor takes new hire out to lunch |  |
| **During the new hire’s first week:**   * Set up a meeting between the employee & their direct supervisor to set out expectations & short-term goals for the employee * Ensure that new employee understands what’s required & how business workflows & processes impact on their role * Assign the new recruit with appropriate project responsibilities & tasks * Introduce the employee to other key personnel both internally & externally if appropriate * Devise any necessary training program or professional development opportunities * Encourage networking & social interaction with team through a shared lunch or morning tea in local coffee shop |  |
| **During the first 90 days:**   * Carefully monitor employee’s job performance & provide timely constructive feedback * Schedule regular one-on-one meetings for two-way performance review conversations, ask for feedback on how things are going * Acknowledge the employee’s successes & provide positive encouragement * Set up additional job-specific training & professional development if required * Monitor how well the sponsor has performed their duties & how effective the sponsor system has been, make any changes to policy if necessary |  |
| **At the first annual review:**  As well as formally reviewing the employee’s performance, seek feedback on the success of the onboarding program in terms of:   * How well it met the needs of the employee * What aspects of the program did not work well * How onboarding could be improved |  |