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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
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| **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
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| **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
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| **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
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| **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
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