

New Hire Checklist Template

Task	Date Completed & By Whom
Before the new hire starts work: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 	

<p>During the first 90 days:</p> <ul style="list-style-type: none"> • 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 	
<p>At the first annual review:</p> <p>As well as formally reviewing the employee's performance, seek feedback on the success of the onboarding program in terms of:</p> <ul style="list-style-type: none"> • How well it met the needs of the employee • What aspects of the program did not work well • How onboarding could be improved 	