**Onboarding Checklist:**

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| **First Name** |  |
| **Last Name** |  |
| **Office** |  |
| **Employee ID** |  |
| **Date** |  |

**Preparing for the Onboarding**

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|  | Task | Time Frame | Person Responsible |
|  | **HR-Department preparations**  HR Departments have a whole list of important  tasks to take care of before a new hire begins.  Contracts need to be sent out and signed, job ads  need to be taken down and staff emails and  credentials need to be created. |  |  |
|  | **Prepare formalities**  On the first day, all formalities should already be  prepared. This includes having finalized  important documents such as employment  contracts, potential confidentiality clauses, tax  documents and all relevant payroll information. It  is important to provide the new colleague with  the department's handbook, a job description  and other important documents that might assist  in a smooth start. This of course can all be done  in digital form. |  |  |
|  | **Devices, Equipment, and Tools**  Nothing is more unpleasant than for new  employees to find themselves without the  necessary uniform, safety equipment, tools or  company laptop on the first day. Consider what  equipment is needed on the first day or week and  what needs to be procured in advance. |  |  |
|  | **Set up accounts and log-ins**  Does the new hire need special access to certain  systems, locations or platforms? If so, connect  with the appropriate IT and Security  Departments to ensure all accounts, log ins and  key cards are set up before the new hires first  day. |  |  |
|  | **Set up the workspace**  Ensure that your new hire has a clean desk and  chair, as well as any other equipment or  accessories that they might need. If your  company is in the manufacturing industry, ensure  that the working area, work bench or  manufacturing line has all the essentials the  employee needs to perform their job  satisfactorily. |  |  |
|  | **New hire orientation**  As a manager, take the time on an employee’s  first day for an orientation session. In an ideal  case, a new employee has the time to sign any  additional documents, fill out missing information,  but also has the opportunity to learn about the  company and team culture, understand the org  structure as well as how different departments  work together. |  |  |
|  | **Send a welcome email to the new hire**  By sending a welcome email, new employees will  feel seen and valued. Emphasize in the email  how important each employee is to the success of  the company and how happy you are as a  manager to welcome the new employee on  board. |  |  |

**Orientation**

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|  | Task | Time Frame | Person Responsible |
|  | **Tour the office**  If your company has an office or production site,  take your need employee on a tour of the facility  and introduce them to the key people in each  department. Give them an overview of the  building so they can easily find their way around.  Show them where the restrooms, break rooms  and other common areas are located. This is also  a good time to give your new employee the  access key or code and explain the security  protocols. |  |  |
|  | **Assign a mentor**  Mentoring involves matching new hires with an  authority figure within the company who acts as  a role model. The mentor trains the new  employee by passing on his or her knowledge. In  this way, the new colleague is in good hands  from the start. |  |  |
|  | **Introduce the new employee**  Welcome the new employee to the team by  sending an email. Let all your co-workers know  what position the new employee will hold. This  announcement should encourage other team  members to greet the new employee in person  when they meet him or her at the office. In  addition, invite the employee to lunch with the  team on the first day so that he or she can make  first personal contacts, settle into the company  and feel welcome from the first day. |  |  |

**The first Three months**

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|  | Task | Time Frame | Person Responsible |
|  | **Schedule time for onboarding feedback**  To continuously improve the onboarding process,  you should allow time for the new employee to  reflect on the process and provide you with  specific feedback. This way you can continuously  improve onboarding and update the process. |  |  |
|  | **Obtain feedback on a regular basis**  Schedule time to meet with the new employee at  regular intervals. At these meetings, the  employee should have the opportunity to share  any concerns or feedback and discuss how they  are adjusting to their role. |  |  |