

NEW HIRE ONBOARDING CHECKLIST

5 MINUTE READ

An onboarding agenda is a great way to get new hires fully immersed. This very simple program (checklist) is intended to help you set up the new hire for maximum output and comfort level. The process includes logistics, of course, but it involves showing your new team member the big picture to expedite broad understanding of high-level strategies, current projects, company culture and shared mission. Employees who are properly onboarded also have a much higher probability of staying, which keeps your costs low and production high.



To set the tone for a high level of engagement, it is critical to get the onboarding process right. Every step should be met with an easygoing, pleasant self-confidence by everyone on the team. You must be fully prepared and ready to welcome them to the team. This can be especially challenging when you are just coming off weeks of interviews that likely hindered your own efficiency.

That is why a checklist is key. Below is a comprehensive list of everything you should do to facilitate effective onboarding that will serve to let your new hire hit the ground running while fostering relationships along the way. It's also a bit of a self-fulfilling prophecy: employees who were onboarded effectively will pay it forward and do the same for their future hires because they know how well they were set up — and how great it felt. Your company will also build a strong reputation for employee engagement. Not a bad thing.



Here is a check list, so new hires move through their learning curve as fast as possible, foster healthy relationships, remain happy and stay, let us look at exactly what to do and when:

AS SOON AS NEW HIRE PAPERWORK HAS BEEN SIGNED:

- ❑ Reach out to say how excited you are that they will be joining your team.
- ❑ Go over dress code, parking, breaks, and mealtimes.
- ❑ Let your new hire know when you would like him/her to arrive.
- ❑ Make sure he/she knows who to ask for upon arrival, and make sure that person is prepared to offer a warm welcome!

A WEEK BEFORE YOUR NEW EMPLOYEE'S START DATE:

- ❑ Send an agenda for onboarding meetings taking place in their first week so they know what to expect.

THE DAY YOUR NEW HIRE STARTS:

- ❑ Introduce your new team member to his or her workstation or immediate supervisor!
- ❑ Have a welcome card signed by team members waiting along with some company swag, like branded notebooks, a mug and pens.
- ❑ Make sure your new hire knows where exits, bathrooms, and kitchen are.
- ❑ Assign a buddy for the first couple of weeks to help them get settled. This can be someone on their team, or someone on a different team if working with cross-functional teams will be crucial to their role.
- ❑ Provide a complete Employee Handbook, including a Social Media handbook! They need to be aware of the do's and don't related to posts on social media that can directly impact your company.
- ❑ Identify an "legal" issues related to your industry. Things such as HIPAA rules (in the medical world), or the industry manuals (S-500 and S520).

SOMETIME DURING THE FIRST WEEK OF EMPLOYMENT:

- ❑ Host a small meeting or a one-on-one where you go over company history, mission and values. Also, any important milestones or
- ❑ Familiarize your new hire with leadership and introduce different departments.
- ❑ Give an overview of the company structure, the function of specific teams, and how your new hire might overlap/interact with each.
- ❑ Present an overview of the product or service your company provides.
- ❑ Set up one-on-ones or small-group meetings.
- ❑ Have your new hire meet with HR to make sure benefits are all properly elected and answer any questions about compensation or benefits.
- ❑ Go over perks, protocol for time off, sick days, etc.

30, 60- AND 90-DAYS IN:

- ❑ Solicit feedback on the interview experience and overall experience to date.
- ❑ These touchpoints can be used to solicit new employees' feedback on how satisfied they are with the company and how confident they are that they made the right decision to come on board.
- ❑ Include people from all levels and job groups in the same training to foster new friendships and allow new hires to meet and greet with one another.

As A CREST member, if you'd like an editable copy of this checklist, so you can add other items to the list – specific to your company, please email me at cheryl@theCRESTnetwork.com and I'll send you the file, or call me: 419-656-6594.

By Cheryl Wagner, HR Specialist

Executive Support at The CREST Network