NEW EMPLOYEE

ONBOARDING CHECKLIST

### GENERAL INFORMATION

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| **OVERALL ONBOARDING REQUIREMENTS**  |
| [ ]  Ensure signed contract is submitted to HR |
| [ ]  Order/organise required equipment |
| [ ]  Provide welcome email to confirm the following:* Start date
* Time
* Address
* Parking
* Dress code, etc
* Contact names - Ensure details of their manager is provided
* Phone lists
* Company’s policy and procedures
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| [ ]  Add regularly scheduled meetings (e.g. staff and department) to employee’s calendar. Prepare employee’s calendar for the first two weeks. |

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| **TEAM COMMUNICATION** |
| [ ]  Email department/team/functional area of the new starter. Include start date, employee’s role, and bio. Set up meetings with critical people for the employee’s first few weeks. |
| [ ]  Add employee to relevant email distribution lists. |

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| **WORK ENVIRONMENT** |
| [ ]  Order office/work area keys and/or building access pass |
| [ ]  Arrange for parking if required |
| [ ]  Arrange building safety induction with Area Warden |

### FIRST DAY

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| **SCHEDULE, JOB DUTIES, AND EXPECTATIONS** |
| [ ]  Ensure all personal details and payroll information has been submitted to HR  |
| [ ]  Clarify the first week’s schedule, and confirm required and recommended training. |
| [ ]  Provide an overview of the functional area – its purpose, organisational structure, and goals. |
| [ ]  Describe how employee’s role fits in the department, and how the job and department contribute to the business. |
| [ ]  Meet with team member(s) |
| [ ]  Conduct building safety induction with Area Warden  |

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| **SOCIALISATION** |
| [ ]  Arrange for a personal welcome from the unit leader, upper management, and/or business owner.  |
| [ ]  Schedule lunch with the appropriate person(s) or team member(s) for the first day and during first week. |