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 |
| 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. |