

Onboarding Checklist

Preboarding

- Policies and practices developed for hiring new employees
 - hiring policies and procedures
 - confidentiality and nondisclosure agreements and policies
 - new hire orientation process, agenda, etc.
- Process in place to record employee/employer receipt of new hire paperwork
- Process in place to disseminate new hire paperwork to essential departments
- Practices developed to welcome new employees to the company and team
- HR procedures developed to ensure payroll and benefit enrollment

Onboarding Day 1

- Practices in place for a new hire's first day
 - meeting with manager
 - meeting or meal with co-workers
 - tour of facility
 - meal(s)
- The following training materials provided:
 - Who We Are & What We Do
 - Organizational Structure
 - Performance Management & Professional Development
 - Overview of company policies and procedures
- Mentoring/buddy program established and training provided.
- Specialized training necessary for employees to be successful in his or her job developed.
- Communication regarding company annual and long-term goals and objectives prepared
- Initial employee job goals and objectives established for communication to employee

Meetings

- Schedule is developed for periodic check-in and training meetings for managers to conduct with new hires.
- Orientation meeting presentations created by each department for new employees to learn about each department and how the new employee's job may relate to those departments.
- Meetings to be scheduled with all internal and external key players involved in the success of the employee in his or her job.

Evaluation

- New hire orientation survey developed, and results reported to senior management team quarterly.