

# ONBOARDING CHECKLIST

## 1. Before the New Employee Arrives

- Call, email, and/or send a letter to welcome the new employee and provide necessary information for their first day of work.
- Create your onboarding welcome packet.
- Select a peer guide.
- Ensure that your staff knows when the new employee is arriving.
- Obtain brief status updates of projects that will involve the new employee.
- Ensure that a work space is prepared.

## 2. On the New Employee's First Day

- Welcome and set aside time to meet one-on-one with the new employee.
- Encourage the new employee to ask questions and voice their concerns. Make sure to be available to provide answers in a timely manner.
- Introduce the new employee to their peer advisor.

## 3. During the First Week

- Have work assignments ready so that the new employee can feel productive right away.
- Discuss goals and training schedule. Help remove any obstacles that may make the goal unattainable.
- Make sure that the peer advisor and the new employee are meeting.
- Ensure that the new employee is obtaining key information (e.g., benefits, timecards, departmental communications, etc.).

## 4. Throughout the First 90 days to the End of the Probationary Period

- Meet regularly with the new employee to discuss achieving and setting new goals; the employee's work pace; and how the employee is adjusting.
- Consistently provide positive and constructive feedback to help the new employee keep their performance on track.
- Be available to answer questions or address concerns.
- Ensure the new employee is meeting all necessary personnel.
- Determine whether or not the new employee's expectations are being met. Discuss specific experiences and examples.
- Ask for feedback regarding the onboarding process and the new employee's experiences.