Employee Onboarding Checklist - Public

Pre-Onboarding:

1. **Prepare Welcome Materials:**
   - Create a welcome package with essential documents, company policies, and any required forms.
   - Ensure the new employee's workspace is set up and ready.
2. **Notify Existing Team Members:**
   - Inform current employees about the new hire's start date and role.
3. **Technology Setup:**
   - Ensure that the new hire's computer, email, and necessary software accounts are ready.
4. **Training Materials:**
   - Prepare training materials and resources for the new employee's role.

Day 1:

5. **Welcome Meeting:**
   - Conduct a welcome meeting to introduce the new hire to the team and provide an overview of the company.
6. **Paperwork and Documentation:**
   - Complete necessary paperwork, including employment contracts, tax forms, and company policies.
7. **Office Tour:**
   - Provide a tour of the office, highlighting key areas and facilities.
8. **Technology Orientation:**
   - Assist the new hire in setting up their computer and email accounts.
   - Provide login details for company software and tools.
9. **Access and Security:**
   - Grant access to relevant systems and ensure the new hire understands security protocols.

First Week:

10. **Role Training:**
    - Begin training sessions for the new employee's specific role, including job responsibilities and expectations.
11. **Company Culture:**
    - Introduce the company culture, values, and mission to help the new hire align with the organization.
12. **Meet with Key Team Members:**
    - Schedule meetings with key team members and departments to foster connections.
13. **Assign a Buddy or Mentor:**
    - Assign a colleague to serve as a mentor or buddy for the new employee.

First Month:

14. **Performance Expectations:**
    - Clarify performance expectations, goals, and key performance indicators (KPIs).
15. **Training Plan:**

* Develop a training plan with milestones and check-ins to track progress.
16. **Feedback and Communication:**
    * Encourage open communication and provide opportunities for the new hire to ask questions and provide feedback.
17. **Review Company Policies:**
    * Review and explain company policies, including attendance, leave, and conduct.

Ongoing:

18. **Regular Check-Ins:**
    * Schedule regular check-ins with the new employee to provide feedback and address any concerns.
19. **Skill Development:**
    * Identify opportunities for skill development and career growth.
20. **Performance Reviews:**
    * Conduct performance reviews at predetermined intervals (e.g., 3 months, 6 months, 1 year).
21. **Engagement Activities:**
    * Engage new employees in team-building activities and company events.
22. **Feedback Loop:**
    * Establish a feedback loop for the new hire to share their experiences and suggestions.

Offboarding:

23. **Exit Interviews:**
    * Conduct exit interviews to gather feedback and insights when the employee leaves the organization.
24. **Documentation and Handover:**
    * Ensure proper documentation and knowledge transfer when the employee departs.
25. **Final Check-Out:**
    * Complete any final check-out procedures, including returning company property.

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