

EMPLOYEE ONBOARDING CHECKLIST

FOR MANAGERS AND HR LEADERS



BEFORE THE FIRST DAY - complete all that apply

- ☐ Arrange paperwork (see Paperwork section)
- ☐ Confirm start date, start time and work location
- ☐ Discuss new hire's equipment needs
- ☐ Supply any items the new hire will need on their first day, e.g. equipment (see Equipment section), access to office
- ☐ Prepare an up-to-date list of responsibilities
- ☐ Prepare an up-to-date version of the employee handbook
- ☐ Prepare details of relevant benefits or programs
- ☐ Prepare a welcome presentation or video
- ☐ Schedule any necessary training
- ☐ Choose and assign an onboarding buddy
- ☐ Communicate new hire's role and start date to the team
- ☐ Arrange a welcome gift

PHYSICAL WORKSPACE - complete all that apply

- ☐ Arrange a workstation, with or without a phone line
- ☐ Arrange a suitable chair
- ☐ Arrange to meet any accessibility needs
- ☐ Provide necessary equipment and supplies

PAPERWORK - complete all that apply

- ☐ Obtain signed acceptance letter
- ☐ Obtain signed employment contract
- ☐ Obtain emergency contact information
- ☐ Complete relevant tax forms
- ☐ Obtain payroll details and share with Accounting team
- ☐ Obtain signed non-compete, non-disclosure or any other legal document

EQUIPMENT - source and share all that apply

- ☐ Computer
- ☐ Computer stand
- ☐ Keyboard
- ☐ Mouse
- ☐ Monitor
- ☐ Headset
- ☐ Phone
- ☐ Tablet
- ☐ Access card for office
- ☐ Locker key
- ☐ Company-branded merchandise, e.g. sweatshirt, notebook, coffee mug
- ☐ Other

ORIENTATION TASKS FOR NEW HIRES

- ask the new hire to complete all that apply

- ☐ Complete onboarding goal in Frankli
- ☐ Create a 1:1 meeting series in Frankli with onboarding buddy
- ☐ Schedule and complete a 1:1 meeting in Frankli with relevant team members
- ☐ Review orientation materials
- ☐ Review employee handbook
- ☐ Review welcome package

DIGITAL ONBOARDING - arrange access to all that apply

- ☐ Email provider
- ☐ Google Workspace, MS Teams or other workspace tools
- ☐ Slack or other messenger tool
- ☐ Hubspot, Salesforce or other CRM
- ☐ Basecamp, Trello, Confluence or other collaboration tool
- ☐ BambooHR or other HRIS
- ☐ Frankli performance, engagement and development platform
- ☐ Calendly or other scheduling tool
- ☐ Security tool
- ☐ Other

FIRST DAY - complete all that apply

- ☐ Welcome new hire (in person or virtually)
- ☐ Provide a tour of the physical workspace or office
- ☐ Provide introductions to team members
- ☐ Post a welcome message on Slack or other collaboration tools
- ☐ Run through the orientation and training plan
- ☐ Provide employee handbook
- ☐ Provide details of relevant benefits or programs
- ☐ Run through the company's vision, mission and values
- ☐ Run through the role responsibilities
- ☐ Provide access to the welcome presentation or video
- ☐ Give welcome gift

FIRST WEEK - arrange access to all that apply

- ☐ Create onboarding goal in Frankli
- ☐ Host a team lunch or social event
- ☐ Post a welcome message on social media

ORIENTATION 1:1 MEETING LIST

- new hire's manager should complete all that apply

- ☐ Orientation meeting
- ☐ Goal-setting meeting to discuss onboarding goal
- ☐ Tech stack meeting to review collaboration tools
- ☐ Recurring performance-focused meeting - weekly or monthly
- ☐ Employee development meeting - quarterly or more frequently
- ☐ Casual catch-ups - weekly, fortnightly or monthly

POST-ORIENTATION - complete all that apply

- ☐ Celebrate milestones
- ☐ Run an onboarding survey in Frankli
- ☐ Action insights from the survey
- ☐ Conduct 30-day check-in
- ☐ Conduct 90-day check-in
- ☐ Schedule a probationary review

New Employee Onboarding Checklist For Managers

Michael Hoelscher



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