

New manager onboarding checklist

Once the new manager has started

☐	Detail your company policies	Bring them up to speed with how you run your internal processes. Managers need to understand your leave, security, remote work, and confidentiality policies, and those relating to harassment and other potential HR issues.
☐	Brief the new manager on team members	Provide a clear handover for the new manager. Explain the state of the team, any challenges, recent promotions, and how people have been working. Don't forget to include any accommodations for specific circumstances and hybrid working patterns.
☐	Share your performance review processes	Explain how you appraise people's performance and what you will expect the new manager to do. This might include 360-degree feedback, anonymous surveys, and setting criteria managed via your HR tech. Don't forget to explain your approach to acknowledging successes—such as celebrating people on your company-wide HR platform—and any bonuses or rewards the manager can allocate.
☐	Schedule one-on-one meetings	Carve out time for the new manager to meet with their direct reports and supervisor and build connections with people across the organization.
☐	Establish a mentorship program	The best managers are constantly learning, ideally supported by the guidance of an experienced mentor who can help build their leadership skills and share company knowledge.
☐	Create their training program	Depending on the manager's experience and background, design a continuous professional development program that can help them balance their timekeeping, the needs of their team, the demands of their projects, and any conflicts. The best managers can motivate and inspire their people while delegating effectively and standing their ground. It's up to HR to provide the training that helps your leaders do just that.
Once the new manager has started		
☐	Schedule regular check-ins with HR	Over the first few months it's particularly important to build strong relationships with new managers as they familiarize themselves with your company culture and processes. This also builds a firm foundation for closer collaboration on supporting healthy and productive team dynamics.

Onboarding Manager Checklist York University

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