

# THE ULTIMATE EMPLOYEE CHECKLIST

## TWO WEEKS BEFORE THEY START

- Choose a mentor
- Get feedback from current employees
- Pre-order essential items
- Write a list
- Set a weekly goal schedule

## MUST-DO'S BEFORE THEIR FIRST DAY

- Schedule a colleague shadowing session
- Find your employee handbook
- Get work stations and access passes ready
- Set up an email account

## ON THEIR FIRST DAY OF WORK

- Consider providing a company lunch
- Prepare urgent paperwork
- Check emails and workstation
- Organise someone to greet your recruit
- Explain the job requirements and expectations
- Introduce your chosen mentor

## DURING THEIR FIRST WEEK OF WORK

- Instantly begin with on-the-job training
- Conduct reviews at the end of each day
- Give them an ongoing assignment
- Complete any unfinished paperwork

## THROUGHOUT THE FIRST MONTH

- Explain the company's long term goals
- Gradually increase their responsibilities
- Schedule meetings

## EVALUATE PERFORMANCE AFTER 90 DAYS

