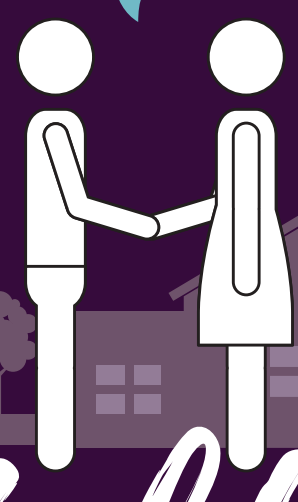


WELCOME



# The Ultimate NEW EMPLOYEE CHECKLIST

While hiring a new employee can be stressful for employers, it can also affect fellow employees and other stakeholders. Being prepared for your new employee can make the process much smoother.

## TWO WEEKS BEFORE THEY START

The two weeks prior to your new employee arrival can help minimise pressure and feeling rushed on their first day.



**CHOOSE A MENTOR** who will support and train the new recruit



**GET FEEDBACK FROM CURRENT EMPLOYEES** about their own onboarding experience



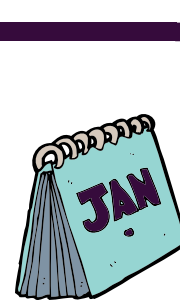
**PRE-ORDER ESSENTIAL ITEMS** such as computers, desks, or uniforms

WOW!

**WRITE A LIST** of the new recruit's job expectations



**SET A WEEKLY GOAL SCHEDULE** to help your recruit understand their weekly targets



Hello

## MUST-DO'S BEFORE THEIR FIRST DAY

Don't forget these last few tasks to ensure you and your coworkers are ready for the recruit.

WELCOME



**SCHEDULE A COLLEAGUE SHADOWING SESSION** to allow your recruit to understand the business' practices from multiple perspectives



**FIND YOUR EMPLOYEE HANDBOOK** to give your recruit a more formal outline of the business' practices

**GET WORK STATIONS AND ACCESS PASSES READY** prior to their arrival

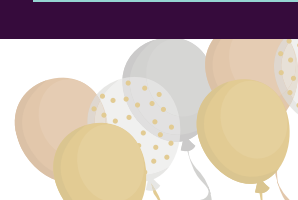


**SET UP AN EMAIL ACCOUNT** and ensure your recruit has access to all necessary files



## ON THEIR FIRST DAY OF WORK

Entering a new environment is never easy, make sure you make your recruit extremely comfortable throughout the day.



**CONSIDER PROVIDING A COMPANY LUNCH** to give the new recruit and current employees a chance to get to know one another



**PREPARE URGENT PAPERWORK** to fill out on the first day (save time consuming paperwork for later in the week)



**CHECK EMAILS AND WORK STATION** to make sure everything is working soundly

**ORGANISE SOMEONE TO GREET YOUR RECRUIT** to make sure they feel welcomed from the get go

Hello

**EXPLAIN THE JOB REQUIREMENTS AND EXPECTATIONS** to help your new employee set goals and be productive



**INTRODUCE YOUR CHOSEN MENTOR** to ensure the recruit feels supported



## DURING THEIR FIRST WEEK OF WORK

Be patient and understanding during this week. Ensure you make all of your business practices very clear, as this week will set up your recruit's career within your company.



**INSTANTLY BEGIN WITH ON-THE-JOB TRAINING** and show your recruit why their tasks are so important



**CONDUCT REVIEWS AT THE END OF EACH DAY** to make sure you are on the same page and they are feeling positive

**GIVE THEM AN ONGOING ASSIGNMENT** to help their understanding of the role



**COMPLETE ANY UNFINISHED PAPERWORK** such as HR, payroll and contracts



Nice!

## THROUGHOUT THE FIRST MONTH

The first month should include continued support for your recruit and help them achieve business goals over time. Effective training in the first month of employment is crucial.



**EXPLAIN THE COMPANY'S LONG TERM GOALS** as well as for the department and individual

**GRADUALLY INCREASE THEIR RESPONSIBILITIES** as the new recruit develops



**SCHEDULE MEETINGS** to check in with your recruit



## EVALUATE PERFORMANCE AFTER 90 DAYS

After three months of employment, schedule a meeting with your recruit to collect feedback on their training and induction experience and update them on their progress.

