

New Employee Onboarding Checklist



Onboarding Process in Place

Ensure a comprehensive onboarding process is accessible to new hires from day one.



Regular Check-ins

Schedule 30/60/90 day check-ins to monitor progress and address concerns.



Mentorship Program

Assign mentors to guide new hires through challenges and help them adapt.



Memorable Welcome Experience

- Create a fun welcome package.
- Organize a welcome lunch with the team on their first day.



Structured Orientation Schedule

Provide a clear, structured orientation schedule with time for adjustment and breaks.



Open Door Policy

Maintain an open-door policy, encouraging new hires to ask questions and seek guidance.



Encourage Feedback

Welcome feedback from new hires on the onboarding and training process for continuous improvement.



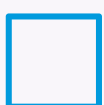
Positive Work Environment

- Use a buddy system to introduce new hires to colleagues.
- Invite them to social events or team lunches.



Team Introduction

Schedule a meeting for the entire team during the first week to introduce the new hire and clarify roles.



Address Recruitment and Retention Challenges

Be mindful of the talent war, and continue efforts to retain in-office, hybrid, and remote workers.

