Before the new Employee's First Day:

- Call the employee to confirm start date, time, dress code, place etc., and remind them to bring along any important documents to fill out forms on their first day.
- Prepare onboarding/orientation pack with company information, employee handbook, benefits information, job description etc.

- Assign required reading so that the employee can get up to speed on what’s happening in their job role and the company.

- Prepare onboarding forms for the employee to complete i.e. W-4, I-9, direct deposit etc.

- Pre-schedule meetings and add these to the employee’s calendar.

- Liaise with supervisor and prepare the employee’s first assignment.

- Prepare training and development plan to be discussed with employee.

- Assign a buddy or mentor to assist the employee with any job-related questions or issues they may have during onboarding (if applicable).

Work Environment

- Organize work area including desk, chair, computer equipment, and office supplies.

- Order keys/access card, business cards (if applicable).

Technology

- Liaise with IT to set-up computer equipment and provide access to company intranet, email, common drives etc.

- Arrange telephone installation.

First Day

- Welcome the new employee and introduce them to team members and supervisor.

- Take them on a tour of the building.

- Give the employee their orientation pack.

- Ensure that they complete all required forms.

- Discuss job expectations and department goals.

- Run through their schedule for the week.

- Introduce him/her to their work buddy.

First Week

- Arrange a team lunch (if applicable).

- Ensure employee has a fully functioning computer and network access.

- Meet with key staff members and senior management if possible.

- Run through tasks to be performed and ensure the employee has a clear understanding of his/her job expectations over the next 6 months.

- Give employee their first assignment.

First Month

- Arrange check-in meetings to determine how well the employee has acclimatized to the organization and address any concerns they may have.

- Ensure the employee attends required training.

- Discuss performance goals and the performance review process.

First 3 - 6 Months

- Review employee’s progress, KPIs, and milestones reached in order to determine if further training is required.

- Request feedback to understand the employee’s perception of the job and if it aligns with their expectations.

- Meet with employee and their buddy at the end of the employee onboarding process to discuss how well everything went and if anything could be done better.

- Offer continued support to enable the employee to reach their full potential.