

RECRUITMENT: ONBOARDING CHECKLIST

Onboarding

Onboarding is the process of integrating new employees into your organisation smoothly. A well-structured onboarding programme sets the tone for a positive employee experience and long-term success.

When planning your onboarding process, include the following.

1. Prepare: Send any important documents including employment contracts, company handbooks, right to work documents and company equipment (remote roles) in advance.
2. Warm welcomes: Make a new employee feel welcome and provide a comprehensive orientation about the company, teams, culture, and policies.
3. Training and development: Offer appropriate training to help your new hire acquire any further necessary skills and knowledge for their role.
4. Buddy systems: Pair your new employee with experienced colleagues who can guide them during their early days.
5. Continuous feedback: Regularly check in with your new hire to address concerns and evaluate their progress.
6. Checklist of tasks: It can seem daunting to correctly remember all the necessary steps needed to complete before your new employee's first day. Create a checklist of all tasks to be completed:
 - a. Before the first day
 - b. On the first day
 - c. First week
 - d. First month