

Onboarding Checklist

After acceptance and prior to commencement

- 1 week prior to commencement, senior manager or direct manager call to say they are looking forward to the new employee commencing
- Small gift sent with employment paperwork i.e. company pen or something out of the box and unexpected like a hand written note in a box welcoming them from the General Manager
- Organise different %social buddies+for the new employee on a weekly or daily rotation to enable your new employee to meet people and feel welcomed
- If an office function takes place prior to the employee commencing, invite the new staff member along to meet the team.

Administration

- Induction plan in place including who and when
- Computer login
- System logins
- Stationery including business card (if one is normally provided for the role)
- Desk and phone
- Chair - not the worst in the office . how about they choose their own new chair!
- Email access
- Welcome screen saver on their computer
- Organise a %welcomer+to greet the new employee on their first day
- Organise any essential meetings the new employee needs to attend in the first week and ensure these meetings are in their electronic calendar

Day of commencement

- Ensure the %welcomer+arrives early to welcome the new employee
- Introduce to key members of the team and to their %buddy+
- Hold a welcome morning tea for the new employee
- Provide new employee with Induction Plan

End of week one

- Meet with direct Manager to discuss the week and determine if expectations have been met
- Adjust the learning and induction plan to accommodate the individual needs of the new employee if necessary
- Set a regular meeting cycle and discuss with the new employee the structure of the meetings
- Ongoing meetings to provide feedback to the employee on their performance

Three months Probationary Review

- Onboarding Assessment survey if available to assess if the new employee is %engaged+
- Act on any areas of concern
- Develop an ongoing learning plan with the new employee
- Feedback on performance and areas for improvement

6 months Review

- Review learning plan
- Feedback on performance and areas for improvement

9-12 Month Performance Appraisal

- Formal structured performance review
- Performance and Learning Plan for the next 12 months

Ongoing reviews and meeting cycle maintained throughout the employment life of the candidate.

This process is founded on training being provided to management on all phases of the induction and ongoing review process. Set and forget will not work. Businesses need to continue to develop and provide opportunities for staff to voice their needs. If the needs are not within the company, then work with the employee. It is better to know in advance that the organisation is not meeting their growth needs of an individual and enable you to plan for their departure rather than have to find a replacement in 2 weeks for a key employee!