

Onboarding Checklist

Setting your team members up for success from the start is important. They need to understand your business culture and expectations, and we want them to have a positive experience. You only get the chance to onboard people once! This checklist was developed to help you make the transition smooth and successful.



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THE PEOPLE BUSINESS

For more assistance and resources, please visit our website www.totalhrm.com.au

ONBOARDING CHECKLIST

1-2 weeks before commencement

01	CONFIRM ALL EMPLOYMENT DOCUMENTS HAVE BEEN RETURNED AND EVIDENCE OF MANDATORY QUALIFICATIONS (E.G. TICKETS OR LICENCES) HAVE BEEN PROVIDED.	<input type="checkbox"/>
02	ENSURE I.T., ACCESS, AND OFFICE STATIONERY ARE ORGANISED.	<input type="checkbox"/>
03	CREATE AN ONBOARDING SCHEDULE FOR THE EMPLOYEE.	<input type="checkbox"/>
04	CHECK-IN WITH THE NEW HIRE VIA PHONE OR EMAIL TO SEE IF THEY HAVE ANY QUESTIONS ABOUT THE ROLE.	<input type="checkbox"/>

Day One

01	ORIENT THE NEW EMPLOYEE TO THE OFFICE, ENSURING THEY ARE AWARE OF SAFETY PROCEDURES.	<input type="checkbox"/>
02	HOST AN INTRODUCTORY MEETING WITH IMMEDIATE TEAM MEMBERS.	<input type="checkbox"/>
03	PROVIDE THE EMPLOYEE WITH RELEVANT POLICIES AND PROCEDURES TO READ.	<input type="checkbox"/>
04	ENSURE THE NEW HIRE KNOWS THE LOGISTICS OF THE WORKDAY INCLUDING START AND FINISH TIMES, AND BREAK TIMES.	<input type="checkbox"/>

Week One

01	COMPLETE AN INDUCTION COVERING COMPANY POLICIES AND HANDBOOK, ORGANISATIONAL CHART, VISION, MISSION AND VALUES AND EMPLOYEE BENEFITS.	<input type="checkbox"/>
02	PROVIDE THE EMPLOYEE WITH TRAINING SESSIONS ON INTERNAL PROCESSES AND SOFTWARE.	<input type="checkbox"/>
03	REVIEW THE JOB DESCRIPTION WITH THE NEW EMPLOYEE AND LINK TO THE ORGANISATIONAL CHART SO THEY UNDERSTAND WHO THEY WILL BE WORKING WITH.	<input type="checkbox"/>

ONBOARDING CHECKLIST

First Month

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|----|--|--------------------------|
| 01 | WORK WITH THE EMPLOYEE TO DEVELOP STRATEGIC GOALS AND A DEVELOPMENT PLAN. | <input type="checkbox"/> |
| 02 | AGREE ON A REGULAR MEETING CYCLE TO PROVIDE THE EMPLOYEE WITH INFORMAL FEEDBACK AND SUPPORT. | <input type="checkbox"/> |
| 03 | AT THE END OF THE FIRST MONTH, CHECK TO SEE IF THE EMPLOYEE NEEDS RETRAINING OR SUPPORT IN ANY AREAS THEY HAVE LEARNT OVER THEIR COMMENCEMENT PERIOD. | <input type="checkbox"/> |

After First Month

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|----|--|--------------------------|
| 01 | MONITOR EMPLOYEE PERFORMANCE AND PROVIDE UPDATES THROUGH REGULAR MEETING CYCLES. | <input type="checkbox"/> |
| 02 | MEASURE SMART GOALS AND TRACK EMPLOYEE DEVELOPMENT PLAN. | <input type="checkbox"/> |
| 03 | CHECK TO SEE HOW THE EMPLOYEE IS FITTING IN WITH THE TEAM AND WHAT SUPPORT THEY MAY NEED IN WORKING TOGETHER. | <input type="checkbox"/> |

If you are struggling to find new team members or need assistance improving your recruitment processes, please book a free 15 minute chat with one of our HR Experts.



Email
info@totalhrm.com.au



Website
www.totalhrm.com.au



Phone
1800 868 254



Address
409 Tribune Street, Albury NSW 2640