

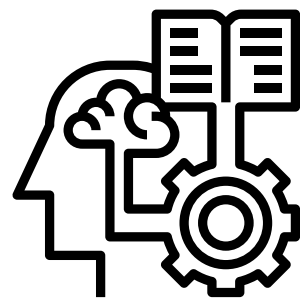
First Year Onboarding Checklist

CREATE A PROCESS FOR EMPLOYEES TO WIN!

DAY 01

Make it memorable

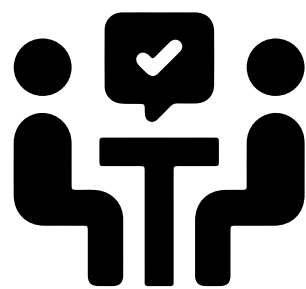
Welcome warmly. Set up their work environment. Arrange for a "lunch buddy" to join them for a meal. Point out relevant areas - restrooms, break rooms, and places for their personal belongings. Give them the necessary access - keys, security codes, computer access, phone setup, and relevant training.



WEEK 01

Check-ins

Have their manager and tenured employees check in with the new hire to ensure they feel supported. Set realistic goals for the first week, month, 90-days, etc. Schedule weekly or bi-weekly meetings where you can connect with them one-on-one, provide feedback, and answer any questions.



MONTH 01

Review

Review their first-month performance and provide any necessary coaching. Ensure their payroll is correct and any PTO accrual is functioning correctly. Ensure they are making adequate progress and set month-two goals to challenge them.



QUARTER 01

Optimize

Assess progress, strengths, areas for improvement, and alignment with organizational goals. Create a professional development plan. Recognize and celebrate achievements and milestones reached.



YEAR 01

Retain

Ensure employee remains motivated, engaged, and committed to the company for the long term. Do a "stay interview" to determine ongoing training and development needs, mentorship program feedback, resources needed, and if recognition initiatives are working.

