

Employee On-boarding Checklist

By Alex Strickland

- Pre-Arrival
 - Confirm offer letter sent to new employee.
 - Call or email to officially welcome the new employee.
 - Provide new employee with a contact in the event of a question or issue.
 - Create an on-boarding schedule for new employee.
 - Assign on-boarding peer for new employee's first two months on the job.
 - Contact Marketing and Communication office to order business cards, if applicable.
 - Contact Administrative Services and Information Technology to set up computer, phone, log in password, and order office supplies.
 - Provide the email account and password information to the new employee.
 - Send an announcement via email to all other employees.
- Arrival
 - Contact Administrative Services regarding parking options.
 - Introduce to co-workers.
 - Distribute assigned key and/or access card to office.
 - Discuss procedures for scheduling time off and unexpected absences.
 - Review work schedule, pay schedule and overtime policy.
 - Review appropriate attire for workplace.
 - Go over phones, fax, copier, office supplies.
 - Provide computer orientation at desk.
 - Give a department tour.
 - Arrange a welcome lunch for new employee.
- Within First Week
 - Obtain permanent parking permit.
 - Review job responsibilities, competencies, and expectations.
 - Review performance feedback and appraisal process.
 - Review department's mission, strategy, values, functions, policies and procedures.
 - Review emergency regulations.

- Provide health and safety training.
- Within First Month
 - Schedule weekly or monthly meeting to touch base with supervisor.
 - Overview of budget and finance procedures and policies.
 - Review and clarify performance objectives and expectations after the first month
 - Set up brief meeting with department's head.