HR BUILDING BLOCKS COURSE

NEW HIRE CHECKLIST
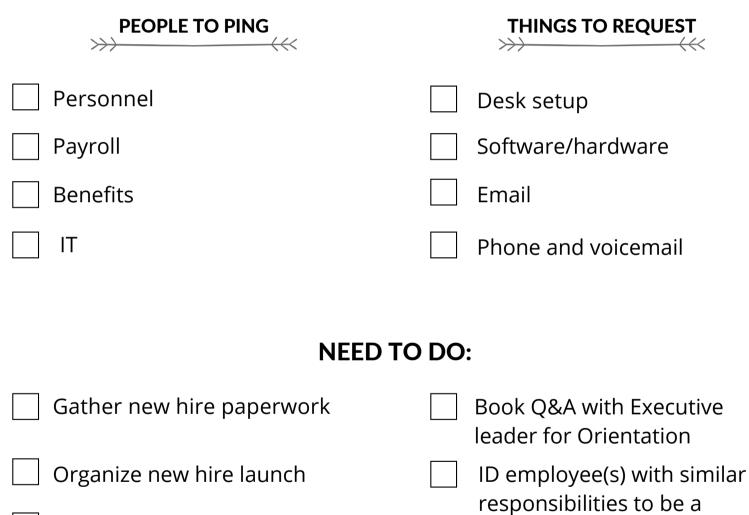
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New Hire checklist

PreBoarding

One of the most important and often overlooked steps is what happens before your new employee starts. These are all the things that you do to get ready for your new employee, from ordering their computer to setting them up with systems, to setting aside time to give them an Orientation. Planning ahead helps you to foster a relationship with them leading up to orientation. Before your new employees start, get ready with the following checklist.

NEW HIRE CHECKLIST

HOUSE KEEPING ITEMS:

PEOPLE TO PING

- ☐ Personnel
- ☐ Payroll
- ☐ Benefits
- ☐ IT

THINGS TO REQUEST

- ☐ Desk setup
- ☐ Software/hardware
- ☐ Email
- ☐ Phone and voicemail

NEED TO DO:

- ☐ Gather new hire paperwork
- ☐ Organize new hire launch
- ☐ Set up timesheets

- ☐ Book Q&A with Executive leader for Orientation
- ☐ ID employee(s) with similar responsibilities to be a coach/mentor

New Hire checklist

First Month Essentials

While the employee's first day covers the basics, new employees will need a refresher as well as more information during their first month on the new job. Create a "New Hire Roadmap" on your company intranet and make it a one-stop destination for essential resources. Use the checklist to have a meaningful first month with your new employee.

NEW HIRE CHECKLIST

BEST BOSS EVER CHECKLIST:

SET UP FOR SUCCESS

☐ Review job role and responsibilities

☐ Add new hire to regular team meetings

☐ Discuss manager style and expectations

☐ Software/hardware

☐ Review performance goals

☐ Confirm that employee has received and reviewed policies and procedures.

☐ Schedule meetings with the key "players" working with the new hire

☐ Overview of common programs and useful websites

☐ Explain conference room reservations

☐ Provide employees directory

☐ Explain desk setup and how the hire can request needed items.

☐ Schedule weekly 1:1s

NEW HIRE CHECKLIST

BEST BOSS EVER CHECKLIST:

MAP OF THE LAY OF THE LAND

- [ ] Break rooms

- [ ] Bathrooms

- [ ] Conference rooms

- [ ] Photocopy and fax machines

- [ ] Supplies and purchasing policies

- [ ] Transportation and parking

- [ ] first aid kit and emergency supplies

NEW HIRE CHECKLIST

AWESOME EXTRAS:

CREATE A WARM WELCOME

- [ ] Prepare a week one agenda
- [ ] Make lunch plans for their first day
- [ ] Have team sign a welcome card
- [ ] Give employee company schwag: tshirts, notebooks, thermos, mug, etc.
- [ ] Send welcome e-mail to staff
- [ ] Introduce employee to co-workers
- [ ] Introduce to department leads and executive teams
- [ ] Take a walking meeting outside the office to learn more about the employee's life outside of work.

SHOW INVESTMENT

- [ ] Identify the training and development activities new hire needs in the next 6 months.
- [ ] Sign up for classes
- [ ] Identify and set measurable career goals for the next months or years.

BEST BOSS EVER CHECK-IN QUESTIONS:

How's it going? How do you feel in your new job?

What are you enjoying most about your role?

Is the job/team/company what you expected?

Has anything surprised you? If so, what?

Has training been helpful? What would you add or change?

Do you have all the tools and resources that you need?

Do you feel like you have gotten to know your coworkers well?

Do you feel out of the loop about anything?
What should we provide to new employees that we have missed?

What is working/what is not working?

Is anything about your role, the team or company still unclear?

How can I be a better manager to you?

As your manager, what can I do to make your transition easier?