

PHASE *two* LEARNING

onboarding checklist

Have you prepared for your new employee?

- Is the employee's desk/workstation/office ready?
- Have you arranged for the employee's computer, phone and other necessary equipment or supplies?
- Schedule a lunch date with the new employee on his/her first day.
- Schedule a team lunch or other social event during the new employee's first week.
- Schedule plenty of meeting time with the new employee during his/her first few weeks. Give and receive plenty of feedback!
- Make arrangements for your new employee to attend any company-wide Orientation or new employee training.
- Make arrangements for your new employee to attend any relevant department or role-specific training.
- Plan for projects, tasks and meetings in which your new employee will be able to make a solid contribution during his/her first few weeks.
- Personally introduce your new employee to key stakeholders across the organization.
- Make arrangements for a corporate credit card/expense account, travel guidelines or company car, if needed.
- Do something nice for your new employee – even a simple, friendly gesture to let him/her know you are happy s/he has joined the team!

What else do you need to do?

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