**New Hire Checklist**

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| **Employee Name:**  |   |  |
| **Position:**  |   |  |
| **Hire Date:** |   |  |
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|   | **Action** | **Status** |
| **Pre-Employment (before they start)** | Confirm the offer and engage new hires before they start* Employment Offer letter sent, and signed offer received
* Send an email, text and/or package, include:
	+ A note of welcome to build excitement for their first day
	+ A small gift (e.g. company branded coffee mug, t-shirt or other “swag”) to help them feel part of the team, if possible
	+ Information to support success on their first day; What to expect, parking, dress code, access information (keys/codes), where to go upon arrival, meal breaks and amenities
	+ Links to maps, photos of entrances, etc. to help employees plan and orient themselves before they arrive
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| Prepare new hire’s work area and/or order applicable equipment* Building access card, key(s), parking pass
* Payroll - Sign in/out process
* Technology/systems access (passwords)
* Uniform, apron, name badge/ID card
* Office/desk/workstation (if applicable)
* Stationary and supplies (e.g. business cards)
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|  | Engage existing employees in welcoming new hires* Announce new hires prior to their start date
* Encourage current employees to welcome, support and get to know new employees
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| **Equipment/Technology** | Technology/Equipment Set up (if applicable):* Create email account
* Laptop, software, accessories
* Desk phone (extension, voicemail set up), cell phone
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| **New Hire Forms** | Onboarding/Employment forms:* Employee new hire form to include contact information, emergency contact
* Provincial/Federal Tax forms
* Authorization for direct deposit/banking details
* Benefit enrollment forms, RRSP/Pension Plan
* Other Payroll related forms
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| **Onboarding/First Day** | Orientation* Conduct an Orientation presentation (in person or virtual)
* Provide a copy of the onboarding plan in advance, if possible
* Include Company information, history, key policies
* Conduct frequent check-ins and make time for casual chats to build rapport
* Conduct a Safety Orientation <https://www.worksafebc.com/en/resources/health-safety/checklist/young-new-worker-orientation-checklist>
* Provide a copy of the Employee handbook
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| Tour Workplace & Facilities* Employee areas, break area/room, washrooms
* Emergency exits
* Designated smoking area
* Parking
* Mailroom, photocopier, supplies
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| Departmental Welcome* Manager/owner to welcome new hire
* Provide introductions to department/team and key personnel (Senior Management)
* Assign a buddy or mentor to help new employees settle into their job and to answer general questions
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|  Policies* Review company, and departmental policies and procedures
* Review Job description/job task checklist
* Communicate clear timelines, expectations, duties, performance objectives
* Encourage questions and ensure new hires know who to contact if they have questions, require assistance or want to provide feedback
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| **Post-Orientation Follow up** | 30/60/90 Day Check-in* Conduct frequent check-ins to see how they are settling in, have any questions, etc.
* Make time for casual chats to build rapport
* Communicate the performance review process
* Celebrate successes
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