**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 |  |
| 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) |  |
|  | 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 |  |
| **Equipment/Technology** | Technology/Equipment Set up (if applicable):   * Create email account * Laptop, software, accessories * Desk phone (extension, voicemail set up), cell phone |  |
| **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 |  |
| **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 |  |
| Tour Workplace & Facilities   * Employee areas, break area/room, washrooms * Emergency exits * Designated smoking area * Parking * Mailroom, photocopier, supplies |  |
| 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 |  |
| 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 |  |
| **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 |  |