

ENSURE RETENTION AND ENGAGEMENT

NEW HIRE CHECKLIST



BEFORE THEY START

GET AHEAD AND PREPARE

- Prepare a list of expectations for the role.
- Re-evaluate your current on-boarding process by getting feedback from staff.
- Gather essential items and equipment - set up computers and download relevant software.

ON THE FIRST DAY

ASSIMILATE THEM INTO COMPANY CULTURE

- Have everyone meet the new staff member.
- Get them acquainted with their team and management.
- Arrange a team lunch.
- Ensure they have all relevant paperwork complete.
- Ensure their workstation is functioning properly.

THE FIRST WEEK ON THE JOB

GET THEM ACQUAINTED WITH THE ROLE AND BUSINESS

- Begin the job training.
- Wrap up every day with an end of day review, encouraging questions.
- Give them an assignment they can do on their own. Use this to gauge how their work ethic will be moving forward.

THROUGHOUT THE FIRST MONTH

RAMP THEM UP TO MEET THEIR GOALS

- Check in to review their progress towards goals and team cohesion.
- Gradually increase their responsibilities.
- Do a deep dive into big picture business goals, and explain how each department and role plays into it.
- Give them all relevant materials and reference documents.

THE FIRST 90 DAYS

GAUGING PERFORMANCE AND SUCCESS

- Schedule out monthly check-ins to give a forum to ask questions and measure progress.
- Check up on larger projects.
- Hand off several projects at once and see how they manage time and prioritize tasks.
- Get feedback on the on-boarding process.

EVALUATE THEIR FIT AFTER 90 DAYS

MEASURE PROGRESS VIA NUMBERS AND TEAM FEEDBACK