

New Employee Onboarding

Schedule and Job Responsibilities

Submit the Hire transaction

Call employee:

- Confirm start date, time, place, parking, dress code, etc.

- Identify equipment needs as needed

- Provide name of their onboarding buddy

Add regularly scheduled meetings (e.g. staff and department) to employee's calendar

Prepare employee's calendar for the first two weeks

Socialization

Email department/team/functional area of the new hire. Include start date, employee's role, and bio

Set up meetings with critical people for the employee's first few weeks

Arrange for lunch with the appropriate person(s) or team member(s) for the first day and during first week

Meet with team member(s)

Arrange for a tour of building/office/space

Work Environment

Order office or work area keys

Arrange for parking

Order name tag, uniform

Add employee to relevant email lists

Provide welcome letter, contact names and phone lists and company's mission

First Day

Schedule, Job Duties, and Expectations

Clarify the first week's schedule, and confirm required and recommended training

Provide an overview of the functional area – its purpose, organizational structure, and goals

Describe how employee's job fits in the department, and how the job and department contribute to the business

Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc.

Socialization

Arrange for a personal welcome from the unit leader, upper management, and/or business owner

Schedule lunch with manager
