**Checklist: Developing Onboarding/New Hire Practices**

**Administrative**

Policies and practices developed for hiring new employees (hiring policies and procedures, confidentiality and nondisclosure agreements and policies, new hire orientation process and agenda, etc.).

Process in place to record employee/employer receipt of necessary new hire paperwork.

Process in place to disseminate new hire paperwork to essential departments.

Practices developed to welcome new employees to the company and department.

HR procedures developed to ensure payroll and benefit enrollment is completed timely.

**Training**

Practices in place for a new hire’s first day, including meeting with manager, co-workers, tour of facility, lunch, etc.

The following training presentations developed:

“About Our Company and How We Do Things”

“Managing at Our Company” training for new managers

Sexual harassment prevention

“Performance Management at Our Company”

Overview of company policies and procedures

Mentoring/buddy program established and training provided to mentors/buddies.

Specialized training necessary for employees to be successful in his or her job developed.

Communication regarding company annual and long-term goals and objectives prepared.

Initial employee job goals and objectives established for communication to employee.

**Meetings**

Schedule is developed for periodic check-in and training meetings for managers to conduct with new hires.

Orientation meeting presentations created by each department for new employees to learn about each department and how the new employee’s job may relate to those departments.

Meetings to be scheduled with all internal and external key players involved in the success of the employee in his or her job.

**Evaluation**

New hire orientation survey developed, and results reported to senior management team quarterly.