**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.