

Here's the last checklist you'll ever need to welcome a new member of your team. Don't sweat onboarding another new team member ever again.

Having a robust onboarding process can increase new hire retention by 82% and with this checklist, you can relax and tick off another thing from your to do list.

Make them feel like they're already part of the team

- Prepare your new team members' work area and equip it with supplies.
- Order appropriate access keys/security cards and make sure they work.
- Order business cards (if applicable).
- Arrange for parking if required.
- Provide them with their log ins to access their laptop, email and any other systems you use, prior to starting if remote.
- Log all equipment in the company asset register.
- Set up their system in advance and assign them to a printer.
- Arrange for access to common drives.
- Set up their company email address and add them to all relevant online communication channels and email lists.

Day one filled with submitting IT tickets? No thanks

- Order office equipment (consider a laptop, iPad, phone, software, desk, chair, cables, chargers, headphones, monitor and laptop stand).
- If setting up a remote worker, make sure to arrange a courier for their equipment or notify them of their remote working allowance.

Spill the tea...

- Let the relevant team(s) know that you've got a new person joining the business.
- Communicate to your team(s) their start date.
- Send a welcome email introducing the new starter to the team prior to their start date.

- Assign a buddy or mentor in your organisation the new hire can rely on to show them the ropes and answer their questions.
- Get your new team member their very own mug.
- Organise a personalised welcome pack with snacks, company merchandise, employee benefits and other documents to give to your new starter on their first day or send via courier for remote workers.
- Create an induction schedule and add it to the new team member's calendar. Make sure you include:
 - HR welcome (include company background, culture, vision, mission, values, goals, team structure and benefits).
 - 1:1 with every relevant member of their team.
 - 1:1 with any key business partners they will be working with.
 - Sessions to get them up to speed on any technology or software they will need to use.
- An education session on how the product and/or service functions (if relevant).
- Email their induction schedule to them the week prior to starting.



First Day

Make day one a day to remember...for all the right reasons

- Give them a tour of the office or workplace and introduce them to key team members.
- Take them out for a brew.
- If you haven't already given them an onboarding pack before they started, make sure you present it on their first day, and give them time to complete the paperwork over the next week.
- Meet with them and their manager to explain the expectations of their role. The new starter needs to know what they're supposed to be doing, and how that contributes to the company bottom-line.
- Take them out for lunch with their manager, buddy or mentor.

 First Week

Test the water rather than dive right in during their first week

- Introduce them to other team members around the business to ensure they see how each team contributes to the business' overall objectives - and also so they get to know them.
- Meet to check they've signed the paperwork and have accessed, read, and acknowledged your company policies.
- Have their manager assign any simple tasks.
- Check-in with them and their manager regarding any first tasks.
- Have their manager assign them their first project.
- Create recurring one on one (1:1) meetings with direct managers in their calendar.

 First Month

And that's a wrap... on the first 30 days

- Hold regular check-in meetings and evaluate their progress after a month in the company.
- See how they're getting along with the rest of the team and whether they're enjoying their work.
- Assess and action training needs.
- Ask for feedback on their onboarding and induction process.
- Ask them to reflect on their first 30 days and what they achieved.
- Ask them to look forward and plan what they intend to achieve over the next 90 days.

There you have it! The ultimate onboarding checklist to keep in your back pocket for welcoming new team members.