

New Hire Checklist

Employee Name: _____

Position: _____

Hire Date: _____

Pre-Employment (before they start)	<p>Confirm the offer and engage new hires before they start</p> <ul style="list-style-type: none"> • Employment Offer letter sent, and signed offer received • Send an email, text and/or package, include: <ul style="list-style-type: none"> ○ A note of welcome to build excitement for their first day ○ A small gift (e.g. company branded coffee mug, t-shirt or other “swag”) to help them feel part of the team, if possible ○ Information to support success on their first day; What to expect, parking, dress code, access information (keys/codes), where to go upon arrival, meal breaks and amenities ○ Links to maps, photos of entrances, etc. to help employees plan and orient themselves before they arrive 	
	<p>Prepare new hire’s work area and/or order applicable equipment</p> <ul style="list-style-type: none"> • Building access card, key(s), parking pass • Payroll - Sign in/out process • Technology/systems access (passwords) • Uniform, apron, name badge/ID card • Office/desk/workstation (if applicable) • Stationary and supplies (e.g. business cards) 	
	<p>Engage existing employees in welcoming new hires</p> <ul style="list-style-type: none"> • Announce new hires prior to their start date • Encourage current employees to welcome, support and get to know new employees 	
Equipment/Technology	<p>Technology/Equipment Set up (if applicable):</p> <ul style="list-style-type: none"> • Create email account • Laptop, software, accessories • Desk phone (extension, voicemail set up), cell phone 	
New Hire Forms	<p>Onboarding/Employment forms:</p> <ul style="list-style-type: none"> • Employee new hire form to include contact information, emergency contact • Provincial/Federal Tax forms • Authorization for direct deposit/banking details • Benefit enrollment forms, RRSP/Pension Plan • Other Payroll related forms 	
Onboarding/First Day	<p>Orientation</p> <ul style="list-style-type: none"> • Conduct an Orientation presentation (in person or virtual) • Provide a copy of the onboarding plan in advance, if possible • Include Company information, history, key policies • Conduct frequent check-ins and make time for casual chats to build rapport • Conduct a Safety Orientation https://www.worksafefbc.com/en/resources/health-safety/checklist/young-new-worker-orientation-checklist • Provide a copy of the Employee handbook 	
	<p>Tour Workplace & Facilities</p> <ul style="list-style-type: none"> • Employee areas, break area/room, washrooms • Emergency exits • Designated smoking area • Parking • Mailroom, photocopier, supplies 	

Company Logo

Post-Orientation Follow up	<p>Departmental Welcome</p> <ul style="list-style-type: none"> • Manager/owner to welcome new hire • Provide introductions to department/team and key personnel (Senior Management) • Assign a buddy or mentor to help new employees settle into their job and to answer general questions 	
	<p>Policies</p> <ul style="list-style-type: none"> • Review company, and departmental policies and procedures • Review Job description/job task checklist • Communicate clear timelines, expectations, duties, performance objectives • Encourage questions and ensure new hires know who to contact if they have questions, require assistance or want to provide feedback 	
	<p>30/90 Day Check-in</p> <ul style="list-style-type: none"> • Conduct frequent check-ins to see how they are settling in, have any questions, etc. • Make time for casual chats to build rapport • Communicate the performance review process • Celebrate successes 	