

Hiring Manager Onboarding Checklist

This checklist provides a comprehensive guide for hiring managers to ensure a smooth and effective onboarding process for new employees. Completing these tasks will help new hires integrate quickly and become productive members of the team.

Pre-Boarding (Before New Hire's First Day)

- **Review Offer Letter and Background Check Status:** Confirm all pre-hire steps are complete and the offer is accepted.
- **Prepare Workspace:** Ensure the new hire's desk, computer, and necessary supplies are set up and ready.
- **Account Creation and Access:** Verify IT has created all necessary accounts and granted appropriate system access.
- **Welcome Communication:** Send a personalised welcome email to the new hire, introducing yourself and providing first-day logistics.
- **Team Communication:** Inform the team about the new hire's start date, role, and a brief background.
- **First Day Schedule:** Outline the new hire's first day activities, including introductions, initial meetings, and essential administrative tasks.
- **Assign an Onboarding Buddy:** Designate a team member to serve as a go-to resource for the new hire during their initial weeks.

First Day

- **Warm Welcome:** Greet the new hire upon arrival and provide a tour of the office and facilities.
- **Introductions:** Introduce the new hire to key team members and relevant colleagues.
- **Review First Day Schedule:** Go over the planned activities for the day.
- **IT Setup Assistance:** Ensure the new hire can log in to their computer and access necessary systems.
- **Initial HR Paperwork:** Guide the new hire through any initial HR forms or online portals.
- **Team Lunch/Coffee:** Arrange a casual lunch or coffee break with the team to foster early connections.

First Week

- **One-on-One Meeting:** Schedule a dedicated one-on-one meeting to discuss role expectations, initial priorities, and answer any questions.
- **Team Meetings:** Include the new hire in relevant team meetings to familiarise them with ongoing projects and discussions.

- **System and Tool Training:** Provide or arrange training for essential software and tools used by the team.
- **Department Overview:** Explain the team's goals, current projects, and how the new hire's role contributes to overall objectives.
- **Safety and Emergency Procedures:** Inform the new hire about company safety policies and emergency protocols.
- **Review Benefits Information:** Direct the new hire to resources for understanding company benefits and enrollment procedures.

First Month

- **Performance Expectations:** Clearly outline short-term and long-term performance expectations and key performance indicators (KPIs).
- **Goal Setting:** Work with the new hire to establish initial goals and objectives for their role.
- **Regular Check-ins:** Continue regular one-on-one meetings to provide feedback, address concerns, and offer support.
- **Learning and Development:** Discuss opportunities for professional development and training.
- **Feedback Session:** Solicit feedback from the new hire on their onboarding experience.
- **Team Integration:** Encourage active participation in team activities and projects.

Beyond the First Month

- **Performance Reviews:** Schedule initial performance reviews as per company policy (e.g., 30/60/90-day reviews).
- **Career Development:** Discuss career pathing and growth opportunities within the company.
- **Continued Feedback:** Maintain an open channel for ongoing feedback and support.
- **Mentorship:** Consider pairing the new hire with a long-term mentor for continued guidance.

Important Contacts

Department	Contact Person	Email
Human Resources	 Person	 Person @ example.com
IT Support	 Person	 Person @ example.com
Facilities	 Person	 Person @ example.com

Resources

- Company Handbook: File
- HR Portal: File
- IT Help Desk: File
- Team Collaboration Platform: File

Key Dates

- New Hire's Start Date: Date
- First One-on-One Meeting: Date
- 30-Day Review: Date
- 60-Day Review: Date
- 90-Day Review: Date

Reminder

Remember to schedule regular check-ins and provide consistent feedback to ensure the new hire feels supported and integrated into the team. Their success is a reflection of your effective onboarding efforts.