**Supervisor’s Onboarding Checklist**

*Setting Up New Hires for Long-Term Success*

**🔹 Pre-Boarding (Before Day 1)**

* Extend a warm welcome message to your new hire
* Make sure your message includes:
	+ Day 1 & Week 1 agenda
	+ Work schedule, parking info, dress code, and other logistics
* Order required supplies (laptop, uniform, phone, etc.)
* Request badge, security clearance, tools, safety gear

NOTES:

**Pre-Work:**

What do you need the new employee to learn, do, experience, or know by the end of Day 1? Week 1? Create a plan using input from the current team.

NOTES:

**🔹 Day 1**

* Greet your new hire first thing
* Facilitate team introductions
* Walk through the job shadowing plan & introduce mentor/ambassador
* Wrap up the day with a supervisor-led check-in:
	+ Ask: “How did it go? What questions came up?”

NOTES:

**🔹 Weeks 1–2**

* Establish a general learning/exposure plan
* Set recurring One-on-One check-ins
* Broaden understanding of departments, facilities, or roles
* Celebrate early effort and contributions
* Reinforce role alignment with organizational goals
* Create space for questions and continuous learning

NOTES:

**💬 Ongoing Tips for Success**

* Provide feedback with clarity and encouragement
* Reinforce organizational values
* Watch for skill gaps and offer support or training
* Stay connected through open communication during scheduled One-on-One meetings
* Encourage curiosity, initiative, and belonging