

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:



INNOVATIONS IN TRAINING

Building strong leaders, teams, and organizations

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