

On-boarding Checklist

Thoughtful onboarding (beyond getting workstations and laptops ready) sets a new hire up for success and productivity.

- Talk to your purpose.** The detail of what is expected can come later, brief the team to keep initial conversations focused on how you make a positive contribution to your customers lives.
- Align your onboarding to your values.** What specific actions and behaviours will exemplify what is unique to your business? If you don't have any rituals that can be applied to day one – we can help!
- Schedule their first day as a Friday.** People are happier and their schedules are more open, so they are more likely to be able to engage with the new staff member.
- Announce their appointment.** Please don't let their arrival be a surprise! Share their skills and experience with as broad an audience as possible.
- Build belonging.** Select an onboarding buddy who can take them through getting set up and troubleshooting. Also invite a few people to act as mentors and supporters.
- Set concrete goals.** Its critical for productivity that new hires have a crystal clear idea of what is expected of them.
- Show appreciation.** Possibly nothing is more important than feeling like their contribution matters.
- Provide emotional support.** Unless you are onboarding an AI, your new employee will have thoughts and feelings about joining a new environment – check in with them informally in the first month to see how they are doing and what support they might need.