

Onboarding and induction checklist



BEFORE AN EMPLOYEES FIRST DAY

Work Space

- Prepare your new starter's work area and office space and equip it with supplies.
- Order appropriate access keys/security cards and make sure they work.
- Order business cards (if applicable).
- Arrange for parking if required.
- If working remotely, order their remote working equipment or notify them of their remote working allowance.
- Send out any equipment and technology for remote employees via courier.

Technology Access

- Order office equipment (consider a laptop, iPad, phone, software, desk, chair, cables, chargers, headphones, monitor and laptop stand).
- Log all equipment in the company asset register.
- Set up their system in advance and assign them to a printer.
- Arrange for access to common drives.
- Set up their company email address and add them to all relevant online communication channels and email lists.

General Communications

- Send the contract and other employee policy documents.
- Let the relevant team(s) know that you've sent a candidate an offer of employment.
- Communicate to your team(s) their start date.
- Assign a buddy or mentor in your organisation the new hire can rely on to show them the ropes and answer their questions.
- Send a welcome email introducing the new starter to the team prior to their start date.
- Organise a personalised welcome pack with snacks, company merchandise, employee benefits and documents to give to your new starter on their first day or send via courier for remote workers.
- Create an induction schedule and add it to the new team member's calendar. Make sure you include:
 - HR welcome (include company background, culture, vision, mission, values, goals, team structure and benefits).
 - 1:1 with every relevant member of their team
 - 1:1 with any key business partners they will be working with.
 - Sessions to get them up to speed on any technology or software they will need to use.
 - An education session on how the product and/or service functions (if relevant).
- Email their induction schedule to them the week prior to starting.

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First Day

- Give them a tour of the office or workplace and introduce them to key team members.
- If you haven't already given them an onboarding pack before they started, make sure you present it on their first day, and give them time to complete the paperwork over the next week.
- Meet with them and their manager to explain the expectations of their role. The new starter needs to know what they're supposed to be doing, and how that contributes to the company bottom-line.
- Take them out for lunch with their manager, buddy or mentor.

First Week

- Introduce them to employees from different areas of the business and have them shadow them so they can experience the business from many different perspectives.
- Meet to check they've signed the paperwork and have accessed, read, and acknowledged your company policies.
- Have their manager assign any simple tasks.
- Check-in with them and their manager regarding any first tasks.
- Have their manager assign them their first project.
- Create recurring one on one (1:1) meetings with direct managers in their calendar.

First Month

- Hold regular check-in meetings and evaluate their progress after a month in the company.
- See how they're getting along with the rest of the team and whether they're enjoying their work.
- Assess and action training needs.
- Ask for feedback on their onboarding and induction process.

There you have it! An onboarding checklist to keep in your back pocket for when you have new employees starting in your business. Remember, first impressions count!

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