

Day 1-90 Onboarding Checklist

Name of Hiring Manager/Executive	
Name of New Hire	
	Employee start date 10-Nov-22

Day 1	
	Complete any pertinent new hire paperwork
	Provide ID card/ badge if necessary
	Give your new hire a building tour
	Introduce your new hire to their new coworkers
	Send out an announcement email, welcoming them to the staff
	Schedule a lunch with the team, or one-on-one with the new hire
	Set expectations and objectives for their progress
	Make sure to clearly communicate their role within the team
	Provide a clear training plan
	Schedule a one-week check-in meeting
	Schedule 30, 60, and 90 day check-in meetings

Week 1	
	Brief new hire on pertinent safety plans
	In partnership with HR, complete necessary orientation documents
	In partnership with HR, review benefits, holidays, schedule, payment portals, etc.
	Review in-house processes, like email, telephone, dress code
	Provide necessary contacts and phone/email directories
	First meeting check-in at the end of the week, addressing:
	<i>How do they feel things are going so far?</i>
	<i>Do they have any questions/concerns?</i>
	<i>Do they need any additional guidance as they move forward?</i>

30 Days In	
Completed	Tasks
	Pair new employee with mentor
	Conduct meeting at the end of week 1
	Conduct meeting at the end of Month 1, addressing:
	<i>Summarize their work so far. Include feedback and guidance from manager.</i>
	<i>What do they like and dislike about the position? The team environment?</i>
	<i>Are there any grey areas of confusion?</i>
	<i>Have they been given clear, measurable goals?</i>
	<i>If there is anything you can do to help the process?</i>

60 Days In	
Completed	Tasks
	Conduct meeting at the end of Month 2, addressing:
	<i>Assess time management -- do they have enough/too much/too little time to complete their objectives?</i>
	<i>Does new hire have the tools they need to succeed?</i>
	<i>Do they see the value of the position to the overall team and company mission?</i>
	<i>How do they find the role has turned out in comparison to the original job description?</i>
	<i>How do they feel their relationship with their peers is progressing?</i>
	<i>What accomplishments are they proud of thus far?</i>
	Encourage them to begin taking initiative in team meetings and present their ideas

90 Days In	
Completed	Tasks
	Communicate the expectation for scheduled check-ins moving forward
	<i>Be clear about what those meetings will entail, questions to address, and expectations.</i>
	Complete a 3-month review, addressing the following:
	<i>Where do they see opportunities for growth and increased responsibilities?</i>
	<i>What challenges, if any, are they currently facing?</i>
	<i>How are they progressing on their current goals and tasks given to them?</i>