

Welcome Aboard Checklist

- Make sure your new employee's work area is ready before they arrive. Include any tools or equipment they may need.
- Personally greet your new employee when they first arrive, even if he or she is required to attend an orientation the first morning.
- Review the agenda for the orientation period.
- Tour the facilities and introduce your new employee to some of the people he or she will be interacting with.
- Complete paperwork required to establish a personnel file and comply with legal requirements.
- Provide a brief overview of your industry, your organization, and your department.
- Review the goals and objectives of your department, and your new employee's role. Include duties, responsibilities, authority, and their relationship to others in the department, to clients, and customers.
- Discuss policies, practices and "house rules."
- Introduce your new employee to a "partner" who can help this person adjust to the job and new surroundings.
- Together with your new employee, work out a plan that details how this person can become productive as soon as possible. Provide whatever support and additional resources are needed to ensure this person succeeds.
- Meet with your new hire at the end of the day to answer questions and prepare a plan for the balance of their orientation period.