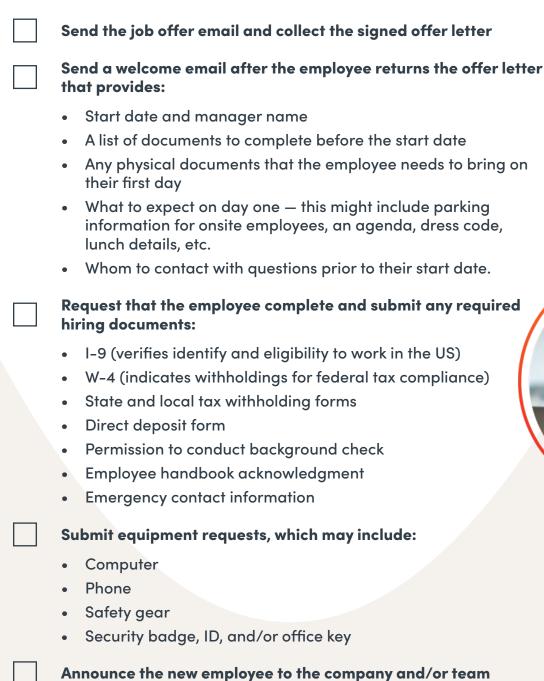
Preboarding



Employee Onboarding Checklist for Success







Orientation



Employee Onboarding Checklist for Success

Go over the agenda and any housekeeping items for the orientation session
Collect any outstanding new hire paperwork
Ensure all access credentials and logins work for the employee
Introduce your company mission and values
Explain benefits and the enrollment period
Review the employee handbook and essential policies, such as:
Safety
Information security
Data privacy
Diversity, equity, inclusion, and accessibility
Arrange a tour of the facilities or a virtual meet and greet with the team
Schedule time for the new employee to meet 1:1 with their manager
Build in activities to help new employees bond with one another
Hand out some swag!







Employee Onboarding Checklist for Success

Assign any compliance policy trainings that employees must complete
Send a survey to assess how new employees felt about their orientation experience
Touch base with people managers to evaluate how effective orientation was in preparing new employees
Invite new employees to join a peer group on your internal communication hub
Schedule 30-60-90-day check-ins between employees and managers
Send periodic employee satisfaction surveys with questions lik



- e:
- Do you feel your job role and responsibilities are clearly defined?
- Do you have the resources you need to be successful in your job?
- Do you feel valued for your contributions?
- Do you feel connected to your coworkers?
- What types of learning and development resources are most helpful to you?
- Remind managers when six-month and one-year anniversaries are coming up

