Onboarding checklist

Having an effective and thorough onboarding process is an important part of welcoming and retaining employees. A strong onboarding system will benefit both you and the new employee. It will help them to settle in and get going with the job, and enable them to contribute to your business more quickly.

There are many elements to onboarding, and this checklist will help ensure you've considered everything from the practical parts such as training and the logistics of their first days and weeks, to the cultural angle of welcome meetings and lunches.

- [ ] Do you have a set process for bringing in new employees?

- [ ] Do you have an employee handbook for new employees?

- [ ] Do you have systems that allow for remote contract signing?

- [ ] Do you have a plan for what day one of a new job looks like?

- [ ] Do you assign a buddy or mentor for new starters?

- [ ] Do you have a standard set of desk requirements for new starters?

- [ ] Do you have a standard set of training requirements for new starters?

- [ ] Do you set up a welcome lunch when someone starts?

- [ ] Do you set targets or goals for their first month, quarter, year?

- [ ] Do you have standardised reviews to establish progress and happiness?

- [ ] Do you ask new starters to provide feedback on their first few months?

- [ ] Do you regularly look to change and improve your onboarding process?

Once you've reviewed these questions, it's worth prioritising which areas you might want to address first. Then think about the next steps for implementing some changes to your current process for new starters.