Find out what is missing from the way you recruit and onboard new members of your team

Your hiring and onboarding process is an essential part of welcoming and retaining employees.

- First impressions matter – make yours count
- Onboarding should engage new hires with your business
- Having the right process will let you to delegate to other leaders

Your hiring checklist:

- ☐ Do you have a standardised job description template?
- ☐ Is it clear who in the business leads the recruitment process?
- ☐ Do you have an approved list of recruitment platforms and firms?
- ☐ Do you have an agreed upon recruitment window for roles?
- ☐ Have those conducting interviews been given adequate training or guidance?
- ☐ Do you have a process for reviewing CVs and then selecting candidates?
- ☐ Do you have a process for replying to unsuccessful candidates with feedback?
- ☐ Have you formulated a set criteria for evaluating candidates fairly?
- ☐ Do you conduct pre-employment checks before offering a new role?
- ☐ Do you have processes for how you store and secure personal applicant data?
- ☐ Do you have a bank of existing applications to draw from?
- ☐ Are you aware of unconscious bias and how this affects recruitment?

Your onboarding checklist:

- ☐ Do you have a set process for onboarding new employees?

- ☐ Do you have a 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?