

On-boarding Checklist

What Needs to be Included?

How much you include is really dependent on the size and the focus of your business however, following are some essentials for inclusion:

Manager's Checklist

- Contact the new employee a few days before they start – tell them you are looking forward to having them on board and confirm their start time and who will be meeting them
- Welcome the new employee personally, do the team introductions
- Tour of the office
- Business values, mission and goals
- Purpose of the business
- Who's who in the team and business
- Training on all aspects of the role (working through the job description)
- Performance expectations and performance review processes
- Administration relating to employment agreements, tax information, KiwiSaver
- Logins and passwords to all relevant systems and programs
- Where to find ... stationery, forms, documents etc
- Policies and procedures
- Health and safety regulations
- What to do if there are problems or questions

On-boarding Pack

- On-boarding timetable (for the first week – ensuring that any time with other employees, clients and/or suppliers is in all relevant diaries)
- Organisational chart
- Business plan (abridged)
- Policies and procedures
- 'How to' manual
- Job description and person specification
- Contact lists for employees
- Performance metrics/review processes
- Forms and templates