

# THE “EMPLOYEE ONBOARDING” CHECKLIST THAT ACTUALLY STICKS

(Pre-Start to 90 Days)



## PRE-START

- ✓ Send Welcome Email & Info Pack
- ✓ Set Up Workstation & Accounts
- ✓ Prepare Training Materials



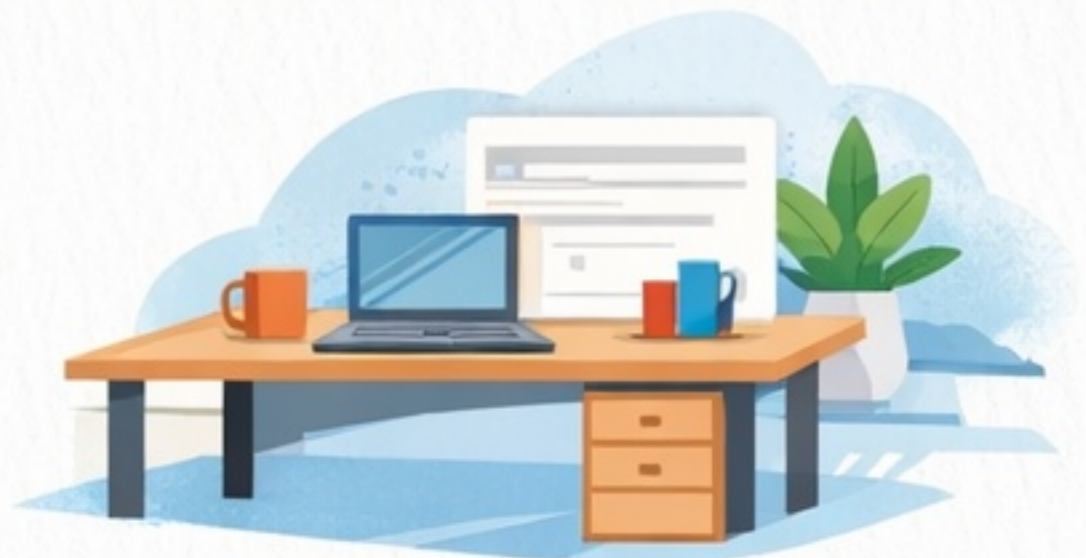
## FIRST DAY

- ✓ Office Tour & Introductions
- ✓ HR Paperwork & Policies
- ✓ Provide Equipment & Access
- ✓ Assign a Buddy



## FIRST WEEK

- ✓ Role Specific Training
- ✓ Review Job Expectations
- ✓ Set Initial Goals
- ✓ Meet with Manager



## FIRST 30 DAYS

- ✓ Check-In & Feedback
- ✓ Assign First Projects
- ✓ Introduce to Team Culture
- ✓ Provide Resources & Support



## FIRST 60-90 DAYS

- ✓ Review Progress & Goals
- ✓ Offer Additional Training
- ✓ Encourage Peer Feedback
- ✓ Plan for Long-Term Development

Get onboard the *right way*

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