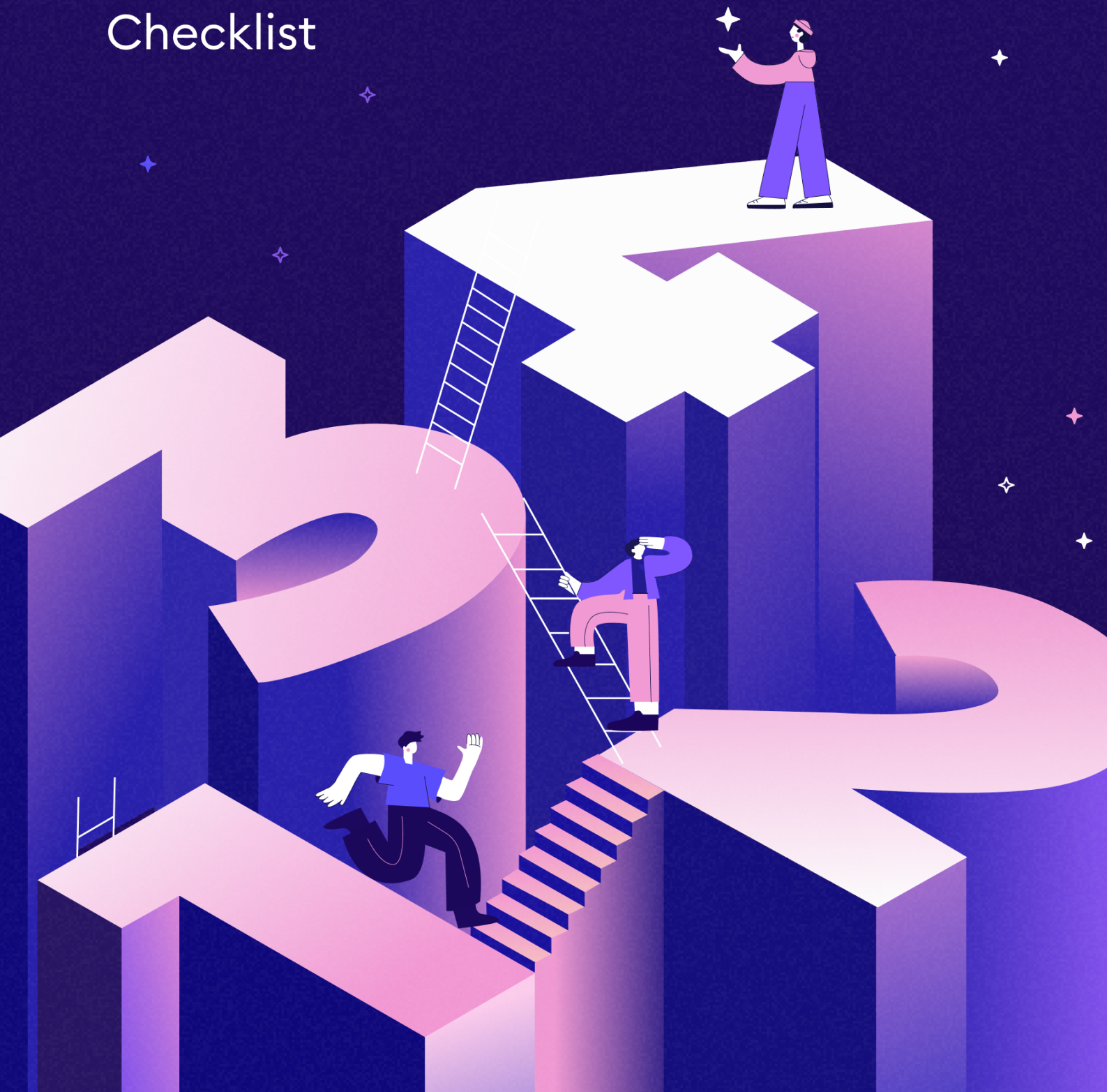# ispring

NEW EMPLOYEE ONBOARDING

Checklist

BEFORE DAY 1

- [ ] Send all pre-hire documents

- [ ] Plan out what will happen in the first week

- [ ] Prepare their workspace, tools, and other essential resources

- [ ] Inform the team about the incoming hire's name, role, and other important details. If they know you'll be making the rounds to introduce new hires, they'll be more likely to make time to be friendly and welcoming.

- [ ] Plan 'meet and greets' with important contacts.

DAY 1

- [ ] Make a general announcement on the department, floor, business unit, or whatever level of organizational structure your new hire will be joining.

- [ ] Conduct a tour. This should cover all the basics like restroom locations, where to find each department, parking spots, break rooms and lunch spots.

- [ ] Layout the week one schedule

- [ ] Assign a mentor

WEEK 1

- [ ] Walkthrough important procedures, rules, processes, and standards.

- [ ] Introduce the company culture.

- [ ] Provide setup guides. From email and computer set up, to essential processes and platforms your team uses.

- [ ] Provide a workbook. Build a workbook that includes milestones of where they should be on Day 5, Week 2 and the end of Month

- [ ] Outline the training process.

- [ ] Start training. The second day is a good time to start on their training.

- [ ] Follow up at the end of the week.

- [ ] Calendar a 2-week check-in.

- [ ] Encourage activity.

MONTHS 1 - 3

☐ 6 week check. Find out what is going well, and what they might need help and support with.

☐ Start providing regular feedback.

☐ Encourage independence.

☐ Set performance goals.

☐ 90 Day performance review.

Useful Resources to Boost Your Employee Onboarding and Training Protocols

If you want to take your HR practices to the next level, take a closer look at eLearning – it can become a major asset in your professional arsenal. Discover how you can redefine employee onboarding and training for better productivity and higher employee retention with the resources available in the iSpring Community:

- iSpring Blog. Choose from among hundreds of articles, guides, and cases from eLearning experts to draw inspiration for your corporate training and employee development.

- iSpring Webinars. Watch and learn from iSpring experts and global pros from the spheres of HR, eLearning, training and development, and more.

- iSpring Learn. The best and easiest-to-use LMS for automating employee onboarding and making it more efficient.