New Employee Onboarding

Schedule and Job Duties

- Submit the Hire transaction
- Call employee:
  - Confirm start date, time, place, parking, dress code, etc.
  - Identify equipment needs as needed
  - Provide name of their onboarding buddy
- Add regularly scheduled meetings (e.g., staff and department) to employee's calendar
- Prepare employee's calendar for the first two weeks

Socialization

- Email department/team/functional area of the new hire. Include start date, employee's role, and bio
- Set up meetings with critical people for the employee’s first few weeks
- Arrange for lunch with the appropriate person(s) or team member(s) for the first day and during first week
- Meet with team member(s)
- Arrange for a tour of building/office/space

Work Environment

- Order office or work area keys
- Arrange for parking
- Order name tag, uniform
- Add employee to relevant email lists
- Provide welcome letter, contact names and phone lists and company's mission

First Day

Schedule, Job Duties, and Expectations

- Clarify the first week's schedule, and confirm required and recommended training
- Provide an overview of the functional area – its purpose, organizational structure, and goals
- Describe how employee’s job fits in the department, and how the job and department contribute to the business
- Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc.

Socialization

- Arrange for a personal welcome from the unit leader, upper management, and/or business owner
- Schedule lunch with manager