

	EMPLOYEE ONBOARDING: Welcoming excellence, one step at a time.	See More	Priority	Importance
	Orientation			
☐	Have the necessary stationery and equipment ready		Relevant	
☐	Include an introductory guide to the company and team		Relevant	
☐	Announce the arrival of the new employee to the team		Relevant	
☐	Schedule introductory meetings with relevant team members		Relevant	
☐	Set up email and other communication tools		Relevant	
☐	Grant access to necessary software and platforms		Relevant	
☐	Order security cards and keys to facilitate smooth entry into the premises		Relevant	
☐	Create a FAQ document based on questions previously asked by new hires to help them settle in more easily	See More	Relevant	
	First Day			
☐	Present the new employee with a welcome kit that contains company-branded goodies and essential office supplies	See More	Relevant	
☐	Make the new employee feel welcome by greeting them personally at the entrance		Relevant	
☐	Escort them to their workstation, making sure all equipment is functional and login credentials are working without h		Relevant	
☐	Furnish them with access to the company's learning environment and other essential platforms		Relevant	
☐	Conduct a detailed tour of the office, pointing out key areas like entrances, restrooms, kitchen, and common spaces		Relevant	
☐	Facilitate introductions with their colleagues and department members, laying the foundation for strong working rela		Relevant	
☐	Introduce them to their onboarding buddy who would assist in easing them into the company culture	See More	Relevant	
☐	Provide them with essential documentation that contains guides and rules governing the workplace		Relevant	
☐	Set up a casual welcome lunch with the team, fostering a spirit of camaraderie and a sense of belonging		Relevant	
☐	Organize an informal afternoon coffee break with peer groups, facilitating more personal and informal connections		Relevant	
☐	Introduce them to a feedback box where they can drop their first-day impressions and suggestions, which can be va	See More	Relevant	
☐	Schedule a one-to-one reflective meeting with their manager at the end of the day to gauge their initial experience a		Relevant	
	First Week			
☐	Ensure that all equipment and software needs are met and fully operational		Relevant	
☐	Introduce them to your resource library for their reference and learning		Relevant	
☐	Add the new employee to the birthday list and keep them informed about upcoming events		Relevant	
☐	Make sure they have been added to all relevant communication and collaboration channels (eg. Slack, ClickUp, Mon		Relevant	
☐	Encourage them to participate in company community or charitable activities		Relevant	
☐	Identify areas for additional training and schedule sessions if needed. (eg. File Management platforms, Cloud storag		Relevant	
☐	Bring them in on briefings for ongoing projects to give them a sense of the work dynamics		Relevant	
☐	Encourage them to pitch a fresh idea or suggestion to foster a sense of ownership and inclusion		Relevant	
☐	Surprise them with a small welcome gift, something that represents the company culture		Relevant	
☐	Schedule a 30-day check-in to discuss their progress and any concerns they might have	See More	Relevant	
	First Month			
☐	Conduct a review meeting to discuss their initial experiences and gather feedback		Relevant	
☐	Assist them in setting short-term goals aligned with their role and team objectives	See More	Relevant	
☐	Organize informal gatherings or activities to foster bonding with teammates outside of a work setting		Relevant	
☐	Recommend workshops or seminars for skill enhancement in their respective field		Relevant	
☐	Slowly integrate them into ongoing projects, initially assigning tasks that are not too complex but vital to the project		Relevant	
☐	Establish a feedback loop with the project team to monitor progress and areas of potential improvement		Relevant	
☐	Set a one-to-one meeting with the employee at the end of the month to discuss their progress and any concerns the		Relevant	
☐	Keep them informed about upcoming team-building activities and encourage them to actively participate		Relevant	
	Down the Line			
☐	Ensure each role has a potential successor in place or in training		Relevant	
☐	Schedule feedback and performance assessment sessions at 3, 6, 9 and 12 months	See More	Relevant	
☐	Assign a mentor from senior leadership for long-term career guidance	See More	Relevant	
☐	Offer career development workshops tailored to employee roles		Relevant	
☐	Encourage the employee to provide continuous feedback on company processes		Relevant	
☐	Identify and address any skill gaps to meet evolving job demands		Relevant	
☐	Discuss potential paths for movement within the company based on interests and strengths		Relevant	