

Employee Onboarding

Pre-Arrival

- **Send welcome letter/packet:** This should be done two weeks before the start date if possible.
- **Prepare work area:** Have the work area ready as well as any necessary items nametags, parking permits etc.
- **Provide a contact:** Employees should be able to contact someone with questions before they begin work.
- **Schedule onboarding:** Schedule a start date, welcome, and orientation.
- **Inform others:** Let other employees know when the new hire is starting.
- **First week's checklist:** Work on the checklist for the first week.

First Month

The first month should help the employee settle in easily. It is important not to become complacent when a new employee settles in quickly. Keep up with the first month's checklist to ensure that the onboarding is a success.

Checklist:

- **Clarify:** Continue to clarify roles and expectations.
- **Meet:** Meet weekly to give and receive feedback.
- **Enroll:** If necessary, enroll the new hire for any benefits.
- **Check training:** Make sure that the training is completed.
- **Evaluate:** Schedule a 30-day evaluation.



Designating a Mentor

- **Time:** Employees who are already overworked cannot effectively mentor another.
- **Training:** Is the employee qualified to teach someone else? Experience does not equal the ability to teach.
- **Role model:** Make sure that you choose a mentor who has qualities you would like to see in other employees.

After designating a mentor, monitor the relationship closely. If they do not work together well, you may need to designate another mentor.