New hire first day checklist | Workable

The following checklists will help you kick off a positive onboarding experience for your new hires:

HR team: tasks to do on a new hire’s first day

* Prepare your new hire’s workstation before they arrive. Consider decorating their desk with:
  + Your employee handbook
  + An onboarding kit or a welcome gift
  + A welcome letter from their manager or the CEO
  + An agenda for their first day
  + A nameplate or employee ID
  + A set of business cards
  + Necessary office equipment, including a computer and a phone
* Make sure someone from your team enthusiastically greets your new hire when they arrive and walks them to their desk. This person could be:
  + A member of the HR team (e.g the recruiter that new hires already know)
  + Your office manager
  + New hire’s manager
* Give new hires a tour of your office.
* Help new hires fill out HR paperwork:
  + Provide digital or physical copies of forms
  + Explain terms of agreement (e.g. on health insurance and benefits documents)
  + Answer any questions your new hires may have
* Present your key company policies.
* At the end of the day, check back with new hires to learn how their first day went. Ask them:
  + How did your first day go?
  + What do you think of the company and your team?
  + Do you need any clarity on our policies?
  + Do you have everything you need? (e.g. hardware, stationery, etc)
  + How has the first day lined up with your expectations of the job?
  + Do you have any questions?

Hiring manager: tasks to do on a new hire’s first day

* Introduce your new hire to your team members in-person and to the company via email and/or company messaging software.
* Make sure your new hire’s computer station is up and running. Check whether the IT team has:
  + Set up new hire’s accounts (e.g. email)
  + Installed software and applications, including anti-virus systems
  + Shared necessary manuals
* Send an email or message to the entire company to introduce your newest team member.
* Run a role-specific training. Train new hires on:
  + Their main responsibilities
  + The team structure (names, roles, duties and organizational chart)
  + Job-specific tools
  + The team’s objectives
* Schedule meetings for your new hire with team leaders they will collaborate with.
* Assign first tasks to your new hire. Make sure to:
  + Offer guidance, as needed
  + Provide resources that your new hire is likely to use (e.g. reports, spreadsheets and glossaries)
  + Clarify questions that may arise
* Assign your new hire a work buddy to help them adjust to their new workplace.
* Invite your new hire to a group lunch to help them get to know other employees.
* Give your new hire an overview of the first week and the first month on the job.
* Make sure to set aside time for new hires to ask any questions they might have.