**Onboarding Checklist.**

**11 steps to ensure success.**

Complete this checklist to ensure your new employee, whether they are based in the office or working remotely, hits the ground running and feels part of the team straight away!

* **Get all necessary paperwork signed before their first day** - electronic signature software allows this to be easily done.
* **Send them their benefits options to choose from in advance** - this is a great way to make them feel valued.
* **Set them up so they can access your online portal, familiarise themselves with it and read engaging content** - you can do this as soon as they accept the offer, just send their logins via email.
* **Have someone personally greet them at reception** - show them around the office, introducing them to as many people as you see fit.
* **Arrange for them to receive a personalised welcome or congratulations note** - or a recorded video message, from their manager when you provide them with first-day information such as a new employee handbook, who to ask for upon arrival and more details about their role.
* **Make sure that their phone, computer and desk are all set up properly** **and ready for their arrival** - if they’re working remotely, make sure everything is couriered to them well in advance of their start date.
* **Have tailored training relevant to their specific role as well as general company training** - but be careful not to overwhelm them with too much information, take a gradual approach.
* **Create a ‘new hire community’ where all recent recruits from across the entire business can get to know each other** - for remote workers, you could set up an online community on social media.
* **Match them up with a mentor in the business who they can go to with any workplace related queries** - a ‘buddy scheme’ an excellent way of encouraging cross-team interactions for new employees.
* **Pre-arrange regular catch-ups over the first few months so you can closely monitor how they are settling in** - this also allows you to give feedback on their early contributions and reinforces how much you value them as a recent addition to the team.
* **Ask for their feedback on the process so you can identify areas of improvement** - sending out anonymous surveys means you are more likely to receive honest responses.