



SIMPLE ONBOARDING CHECKLIST

NEW EMPLOYEE: _____ **DATE OF HIRE:** _____

NEW HIRE MENTOR: _____ **DATE OF INTRODUCTION:** _____

This ideally is a person working in close proximity to the new employee and must be someone who models and promotes your company culture. This person should talk to the new hire daily the first week or two, then weekly through the person’s first three months of employment. Hopefully, they continue to speak with each other and be there for one another after the 90 days, as typically a natural relationship is formed.

The questions he or she should be asking are simply. How are you? How is everything going? They should listen for tone, hesitation and anytime this can be face to face watch for body language. The idea is not for the mentor to involve whomever at the company needed to address any issues the new hire may have. It could be more reporting than used to, commute, a unique co-worker, etc.. they just need time and a listening ear to adjust to the nuances. This is the person that they go to for any question or concern. The person that sometimes just listens and gets them to the right person to address their problem or concern.

RECEIVED COMPANY DIRECTORY FROM: _____ **DATE RECEIVED:** _____

This shows primary contact is for each department and the back-ups. If you have this and they are informed they are the primary contact for all new hires for accounting, field technical, etc.; then they know when the new hire calls their job is to help them or help them get to the person that can help them. This will serve as a backup to the mentor and on-going after the 90 -day initial onboarding. (Download Sample Company Directory)

NEW HIRE COMPLETED SOFTWARE AND PROCESS TRAINING.

Sage 300: _____ Date: _____

Procore: _____ Date: _____

Reporting Processes/Due Dates: _____ Date: _____

OAC meeting Training: _____ Date: _____

Safety Training: _____ Date: _____

HIRING EXECUTIVE HAS PERSONALLY MET WITH NEW HIRE FOR UPDATE 30, 60, 90 DAY

Name: _____ Date: _____

HUMAN RESOURCES HAS COMPLETED RECORD AND NEW EMPLOYEE HAS BENEFITS IN PLACE.

Name: _____ Date: _____